



CITY COUNCIL
CITY AND COUNTY OF HONOLULU
HONOLULU, HAWAII

No. **19-151, CD1**

RESOLUTION

UPDATING THE EMERGENCY OPERATIONS PLAN FOR THE LEGISLATIVE BRANCH OF THE CITY AND COUNTY OF HONOLULU, PURSUANT TO COUNCIL RULE 10.C.

WHEREAS, pursuant to Resolution 11-368, CD1, FD1 (2012), the Council of the City and County of Honolulu ("Council") adopted an Emergency Operations Plan ("EOP"), dated February 6, 2012, for the Legislative Branch of the City and County of Honolulu ("City"); and

WHEREAS, Rule 4.B(14) of the Council Rules requires the emergency planning officer of the City's Legislative Branch to review and propose updates to the EOP as needed, with such reviews conducted at least as frequently as every five years; and

WHEREAS, Rule 10.C of the Council Rules directs the Council's Committee on Executive Matters and Legal Affairs ("EMLA"), in the first quarter of every year ending in a "4" or "9" to place on its agenda the then-current EOP for the City's Legislative Branch and to consider any amendments thereto proposed by the Council's emergency planning officer or any other Councilmember; and

WHEREAS, pursuant to Rule 10.C, EMLA began the discussion regarding updates to the City's Legislative Branch EOP on February 26, 2019, with suggested revisions proposed by councilmembers to consider "active threat" situations, as well as a general "safety and security plan" specific to Honolulu Hale; and

WHEREAS, in consultation with the Departments of Emergency Management and Facilities Maintenance from the City's Executive Branch, members of the Disaster Management Team of the City's Legislative Branch and staff, the emergency planning officer has submitted for consideration by the Council, an updated EOP, dated June 26, 2019, attached hereto as Exhibit "A"; now, therefore,

BE IT RESOLVED by the Council of the City and County of Honolulu that the updated Emergency Operations Plan, dated June 26, 2019, attached hereto as Exhibit "A" is adopted as the revised Emergency Operations Plan of the Legislative Branch of the City and County of Honolulu; and



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BE IT FINALLY RESOLVED that copies of this Resolution be transmitted to the Director of Emergency Management, the Mayor, and the Managing Director of the City and County of Honolulu.

INTRODUCED BY:

Brandon Elefante

DATE OF INTRODUCTION:

June 26, 2019
Honolulu, Hawaii

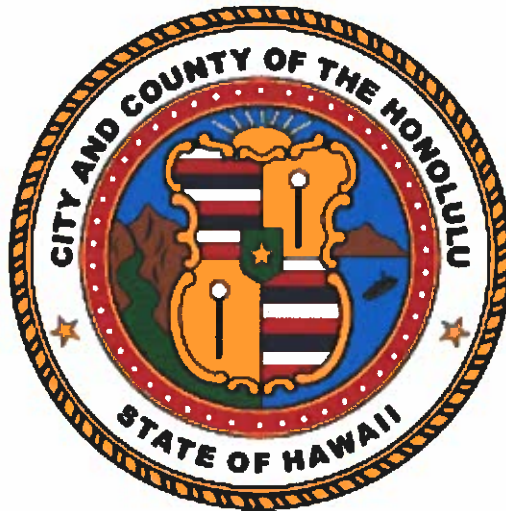
Councilmembers

EMERGENCY OPERATIONS PLAN

FOR THE

LEGISLATIVE BRANCH

CITY AND COUNTY OF HONOLULU



REVISED as of JUNE 26, 2019

For more information, please contact:

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EXHIBIT "A"

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1. Honolulu Hale Second Floor
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EMERGENCY OPERATIONS PLAN

I. GENERAL

A. MISSION

The Legislative Branch of the City & County of Honolulu ("City"), will identify, plan, prepare for, and when emergency situations arise, promptly implement a fully coordinated response and measured application of resources necessary to: prevent or minimize loss of life; alleviate suffering, reduce damage or destruction to property; provide for public safety, health and welfare; maintain continuity of government; expedite recovery and reconstitution; and implement actions for emergency mitigation, enhancement of security, threat suppression and public awareness and education.

B. PURPOSE

The purpose of this Emergency Operations Plan ("EOP") is to facilitate the efforts of the Legislative Branch of the City in coordination with the Executive Branch of City government, to achieve a superior level of emergency preparedness that would allow for an effective, coordinated, and flexible response to, as well as prompt recovery from, any natural or human-caused disaster(s) or threats, that occur within the City.

C. OBJECTIVES

1. Minimize the loss of life and the destruction of public and private property for the Legislative Branch.
2. Provide care for victims, alleviate suffering and hardship for Legislative Branch employees, and promote public health and safety;
3. Maintain law and order and ensure the continuity of government as well as legislative services and operations; and
4. Transition Legislative Branch services and operations smoothly from response to recovery.

D. SCOPE

1. Everyday emergency situations of a lesser magnitude, which frequently arise in a community, are handled routinely by normal emergency services.

2. A disaster situation for the purposes of this plan means the threat or occurrence of a natural or human-caused destructive event of such magnitude and scope as to justify activating the City's Emergency Operations Center ("EOC") and implementing the response portion of this plan, as is determined necessary for the safety of the employees of the Legislative Branch and their families and for the continuity and operations of City government.
3. Disasters include tsunamis, floods, hurricanes, earthquakes, high surf, high winds, extensive utility failures, large scale explosions/fires, massive transportation accidents, hazardous materials accidents/incidents, dam failures, droughts (may not require EOC activation on a continuing basis), widespread health issues, acts of terrorism or other disruptive major domestic or international crisis, or war.

E. ORGANIZATION

1. The Council conforms to the governance structure set forth in the Charter of the City and County of Honolulu (2017 Edition)("Charter") consisting of two coordinate branches of government. The Legislative Branch of the City is composed of the Council of the City and County of Honolulu ("Council"), Office of the City Clerk ("OCC"), Office of Council Services ("OCS") and the Office of the City Auditor ("OCA").
2. The Council is the lawmaking body of the City and is responsible for serving and advancing the safety, welfare, health, and happiness of its residents and visitors by exercising its legislative power. Officers of the Council are the Chair, Vice-Chair and Floor Leader.
3. The Legislative Branch EOP conforms to federal National Incident Management System ("NIMS") guidelines and possesses a Disaster Management Team ("DMT").
4. The Council functions within the City's Disaster Response Organization framework as depicted in Annex A-6.

F. ASSUMPTIONS

1. Disasters may occur at any time or place within the City, with or without warning, in any degree of severity or magnitude.
2. A major portion of the City is considered a high-risk area in the event of a war or terrorist incident.

3. A disaster or emergency may require significant external resources to address it. However, external resources not already on island at the onset of a disaster won't be available for a period of time. Local and regional jurisdictions and organizations should be expected to sustain operations to the best of their abilities with available resources.
4. The City's Department of Emergency Management ("DEM") has indicated it will be formally reviewing and revising the City's Emergency Operations Plan (March, 2014) in the coming months. Once DEM has distributed the City's updated Emergency Operations Plan, this Legislative Branch EOP should be updated accordingly.

II. PREPAREDNESS

NIMS defines preparedness as "a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response." This preparedness cycle is one element of a broader preparedness system to prevent, respond to, recover from, and mitigate against natural disasters, acts of terrorism, and other man-caused disasters. The Legislative Branch embraces a heightened awareness and recognizes the importance of disaster mitigation and firmly believes in taking all necessary and available steps to achieve this objective.

A. HAZARD MITIGATION

For the Legislative Branch, hazard mitigation planning is focused on the safety of personnel through employee education, non-structural damage mitigation and information protection.

1. Annual Safety Inspection Evaluation:
 - a. An annual workplace assessment should be conducted by the DMT with cooperation of the Department of Human Resources ("DHR"), Industrial Safety and Workers' Compensation Division, to identify and evaluate hazard mitigation measures throughout the Legislative Branch.
 - b. A sample of this assessment can be found in Annex B1.
2. Protection of Electronic Information and Equipment
 - a. Protection of information and equipment, specifically personnel files and electronic devices is critical to the continuity of operations and the smooth transition from response to recovery. Appropriate measures shall be regularly taken to protect and preserve office equipment and confidential information from destruction and loss.
 - b. Personnel files and confidential records should be maintained in a secure, redundant electronic system. This electronic system must

be accessible from an alternate location by pre-determined administrators, if the pre-determined administrator is no longer available to access the information from this alternate location, steps must be taken to make certain that more than one administrator can access the information from either primary or alternate locations.

- c. The Legislative Branch, in coordination with the Department of Information and Technology ("DIT"), will work together to ensure the redundancy and protection of electronic information.
 - d. OCC, OCA and OCS currently have internal procedures in place in the event of an emergency or disaster, to protect information and material critical for their respective offices' continued operation. These internal procedures should be reviewed annually and revised as necessary.
3. Practice of incident-specific scenarios (e.g. fire, active threat) and their relevant evacuation, activation and notification procedures should be undertaken periodically, to maintain awareness and improve responses.

B. SAFETY AND SECURITY PLAN

According to the Department of Facility Maintenance ("DFM"), a safety and security plan specific to Honolulu Hale is currently in the midst of being reviewed and revised. In the interim, DFM has recommended that the Legislative Branch refer to Annex F-1, Evacuation Floor Warden Handbook. Once DFM has distributed its revised safety and security plan for Honolulu Hale, this Legislative Branch EOP should be updated accordingly.

C. INFORMATION AWARENESS

1. The availability of information pertaining to potential disasters is critical to the response of the Legislative Branch. It is important that the employees of the Legislative Branch remain vigilant at all times, taking appropriate preparedness measures to obtain information and alerts pertaining to impending emergencies or disasters that could negatively affect city government operations. Available information is accessed and received via multiple sources, including:
- a. **HNL.Info** provides push alerts/email/SMS text messaging via app download online registration at <https://hnl.info/alerts/register.php>;
 - b. **Honolulu DEM** via www.honolulu.gov/DEM;
 - c. **Emergency Alert System ("EAS")** message notifications broadcast over television, radio and NOAA AM/FM weather radio;
 - d. **Public Address Systems** broadcast by emergency responders;
 - e. **Wireless Emergency Alert ("WEA")** system by having it set in the "on" mode on smartphone devices; and

- f. **National Oceanic and Atmospheric Administration and National Weather Service** via <https://www.weather.gov/hfo/watchwarn>;
 - g. Additional up-to-date informational resources can be found online by visiting websites pertaining to **stream gauges,¹ wind speeds,² ocean buoys,³ and electricity.⁴**
2. Effective warning by any of the above means serves to alert the Legislative Branch to the threat or existence of danger and may initiate an emergency response on the part of the DMT and public officials.

D. ALERTS

- 1. **"WATCH"**
 - a. Means "prepare" and is an official statement that a hazardous condition is anticipated, which may pose a threat to life and property in a general area within a predictable time period.
 - b. Is usually associated with alerts and broadcast over local radio and television from the Pacific Tsunami Warning Center ("PTWC") or National Weather Service WITHOUT sounding civil defense sirens.
 - c. Should encourage the general public to take preliminary steps to respond to the hazard and all emergency managers should implement their notification and response checklists and respective EOPs.
- 2. **"WARNING"**
 - a. Means "take action" and is an official message that hazardous conditions are imminent or actually occurring.
 - b. Is broadcast over both radio and television. The Statewide Outdoor Warning Siren System ("SOWSS")⁵ and Emergency Alert Systems ("EAS") will be activated for hurricane, tsunami and attack warnings. The SOWSS and EAS may also be utilized when other warnings are issued, are deemed significant, and warrant population protection.
 - c. Should encourage the general public to take immediate measures to protect life, and all emergency managers should initiate the actions stated in their emergency checklists and respective EOPs.

¹ <https://waterdata.usgs.gov/hi/nwis/current/?type=flow>

² www.wrh.noaa.gov/map/?wfo=mfr

³ <http://www.pacioos.hawaii.edu/waves-category/buoy/>

⁴ <https://www.hawaiianelectric.com/safety-and-outages/power-outages>

⁵ The Attention/Alert Signal is a steady 3-minute siren tone repeated as necessary. When this siren is heard:

- 1. Tune in to local television or radio stations and listen for emergency information.
- 2. Take necessary protective actions as directed; stay tuned for further information and instructions.
- 3. Call DEM 723-8960 during business hours or 911 after hours to report siren malfunction

3. **"ADVISORY"**
 - a. Means "be aware" and exercise caution.
 - b. Is issued when a hazardous weather or hydrologic event is occurring in a generalized regional location and may cause inconvenience, but is the least serious of the three alerts.
4. **"ALL CLEAR"**
 - a. Means the emergency situation has been resolved.
 - b. There is no siren signal for the **ALL CLEAR**.
 - c. When safe, **ALL CLEAR** information will be broadcast over participating EAS television and radio stations.

III. RESPONSIBILITIES AND FUNCTIONS

A. OVERVIEW

1. The Legislative Branch provides support personnel and expedites legislation, before, during and after an emergency or disaster in order to minimize severe impact to its employees, their families and residents and visitors throughout the City. During an emergency or disaster, the Legislative Branch will:
 - a. Enact ordinances and other legislation required to mitigate and assure a satisfactory response and recovery to emergencies and disasters that may affect the City;
 - b. Conduct a quick rapid needs assessment to evaluate and approve requests for emergency expenditures and acquisition of services and resources necessary beyond those provided for by the City Charter and the current City budget;
 - c. Protect, relocate, as necessary, and coordinate personnel, equipment and resources under the control of the Council, including OCC, OCA and OCS, to function as required or requested; and
 - d. Provide personnel and support to the City's emergency operations, including evacuations, sheltering needs and recovery plans.
2. The Legislative Branch's support and operations during an emergency or disaster are structured within four distinct designated groups of individuals: the Disaster Management Team ("DMT"); Disaster Response Team ("DRT"); Evacuation Wardens; and Mission Essential and Priority Personnel.

B. LEGISLATIVE BRANCH DISASTER MANAGEMENT TEAM

1. The purpose of the Legislative Branch DMT is to minimize risk of injury, preserve life and protect the property of the Legislative Branch and its personnel. Member responsibilities are to maintain the EOP, oversee disaster response planning, training, activities and perform as the crisis management team for the Council which reports to the City's EOC. The DMT will be trained in incident command systems and other disaster preparedness procedures and protocols.
2. Legislative Branch DMT members are selected by the Council Chair, City Clerk, Council Services Director and City Auditor. A current list of the DMT members, is available in Annex C-2, which is composed of the:
 - a. Council Chair;
 - b. Council Department Emergency Coordinator ("DEC") to City's Department of Emergency Management ("DEM");
 - c. Council's Alternates (1) and (2) designated DEC's to DEM;
 - d. Fiscal Officer or designee;
 - e. City Clerk and OCC's designated DEC to DEM;
 - f. OCS Director and OCS' designated DEC to DEM; and
 - g. City Auditor and OCA's designated DEC to DEM
3. DMT members will periodically be required to work and function during non-office hours, thus this position requires a willingness to perform duties at any hour. DMT members will function in support of the Council Chair and disseminate information the Legislative Branch receives from the DEM including: Disaster and emergency notifications, weather alerts/warnings, training opportunities, and serve as a liaison between DEM, their respective agency head and agency employees.
4. In accordance with the objectives of this EOP, it is the goal of the DMT to train, certify and attain at least ten percent (10%) of the Legislative Branch personnel in the emergency response skills of CPR/AED, basic first aid, and building evacuation, in order to maintain a constant state of readiness.

C. LEGISLATIVE BRANCH DISASTER RESPONSE TEAM

1. The purpose of the Legislative Branch DRT is to minimize risk of injury, preserve life and protect the property of their respective Councilmember's Office, agency or area of responsibility. They are to support the DMT, serve as the single point of contact for training, and serve as the Evacuation Warden for their respective offices.
2. DRT members are selected by their respective City Councilmembers or agency heads. The DRT designee can also serve as the Office Evacuation Warden. Legislative Branch DRTs are composed of:

- a. City Councilmember
 - b. City Councilmember DRT Designee
 - c. Designated Office Evacuation Warden
- 3. DRT members support the DMT and disseminate information received from the DMT including: disaster and emergency notifications, weather alerts/warnings, and training opportunities.

D. EVACUATION WARDENS

- 1. Evacuation Wardens assist staff and the public in the quick and orderly evacuation of the building, including ensuring that any disabled employees and/or any disabled public visitors are helped through the evacuation process.
- 2. Evacuation Wardens will wear a safety vest during an incident, and are responsible for reporting the following to the DMT or incident command: the number of persons cleared from the building and accounted for and the number missing.
- 3. Evacuation Wardens should be designated for each respective office's area(s) necessary to be evacuated for the Council, OCC, OCS and OCA. Evacuation Wardens are trained to perform according to the Evacuation Warden Training Handbook (Annex F-1).

E. MISSION ESSENTIAL AND PRIORITY PERSONNEL

- 1. The personnel essential to fulfilling the Legislative Branch's mission during and following an emergency are the City Councilmembers, Council Senior Advisors or designees, designated members of OCS, OCA and OCC, and DMT Members.
- 2. Mission essential personnel must release all contact information to DMT Members. Contact information is restricted FOR OFFICIAL USE ONLY and shall include private phone contacts and residential address. Distribution of this contact information is limited to the DMT and a complete list is maintained on file at DEM.

IV. IMPLEMENTATION

When the threat of a disaster occurs or an emergency situation arises within the City, the Legislative Branch implements its EOP and applies its emergency response and multi-departmental support resources as required to meet the specifics of any disaster or emergency situation through this EOP and in accordance with the NIMS.

A. DECLARATION OF DISASTER OR EMERGENCY

1. The Mayor may declare a state of disaster or emergency in accordance with Charter Section 13-112 and Section 41-11.4 of the Revised Ordinances of Honolulu.
2. The Mayor may declare an emergency due to a public calamity, but the Mayor's failure or refusal to make such a declaration shall not preclude the Council from finding that an emergency exists under the provisions of Charter Section 3-202.

B. EMERGENCY NOTIFICATION PROCESS

1. The Emergency Notification Process ("ENP") (Annex C) is initiated by the Council Chair for emergency situations and activated if an event affects Council operations or if deemed necessary by the Council Chair or DEM. Effective communication is critical to the notification of Legislative Branch employees and the timely dissemination of information during an emergency situation.
 - a. During Business Hours: DEC will be notified by the Council Chair regarding instructions for shutting down the office in the event of a disaster or impending disaster. If contact is not made with the DEC, the alternate DEC's will be notified. The DEC or alternate DEC initiates the ENP to relay information and instructions from the Council Chair.
 - b. During Non-Business Hours: Council's DEC will be notified via the Council Chair regarding any instructions for action in the event of a disaster or impending disaster. If contact is not made with the DEC, the alternate DEC's will be notified. The DEC or alternate DEC will initiate the ENP, and make every effort to ensure that everyone on the ENP is contacted and provided necessary instructions.
2. If anyone on the ENP cannot be contacted due to a disruption of phone communications, Legislative Branch employees are encouraged to seek any publicly available information for any instructions that may be given and use their best judgment in deciding whether or not to report to work.
3. The phone lists and contact information for emergency notification is restricted FOR OFFICIAL USE ONLY. Distribution is limited to the Legislative Branch DMT, Council Chair's Office, the City Clerk, the Council Services Director and the City Auditor.
4. The ENP should be exercised at least quarterly, during business hours, as well as non-business hours.

C. ISSUANCE OF "ALL CLEAR"

1. Following a Declaration of Disaster or Emergency, There is no siren signal for the "All Clear" from an emergency due to a public calamity.
2. When deemed safe by public safety officials, "All Clear" information will be broadcast over participating Emergency Alert System (EAS) stations, local television and radio stations.
3. The Mayor or Mayor's representative will issue the "All Clear" following any declaration or warning for an impending disaster. This "All Clear" should utilize and include multiple media means and outlets such as cellular/landline telephones, email, social media, public address systems, print media, etc.
4. An "All Clear" may be released in phases, e.g.: "safe to proceed outside but not into the ocean" for a longer period of time following a tsunami; or "safe to proceed outside but not drive on highways" following a hurricane; or "safe except for a quarantined area" following a hazardous materials incident. Legislative Branch employees are encouraged to maintain communication with their immediate supervisors for instructions or guidance as to whether to report to work.

D. RESPONSE TO HAZARD SPECIFIC INCIDENTS

1. In the normal course of any emergency situation, declared or not, it is at the discretion of the Council Chair whether to activate any portion of this EOP.
2. Certain emergency situations require more specific coordination and direction among response personnel. Additional guidance required beyond that already specified, to better respond to the effects of a given emergency situation can be found in Annex D setting forth specific plans for the following emergencies:
 - a. Fire, Smoke or Explosion Annex D-1
 - b. Tsunami or High Surf Annex D-2
 - c. Hurricane Annex D-3
 - d. Earthquake Annex D-4
 - e. Active Threats Annex D-5
 - f. Bomb threat or Suspicious Package Annex D-6
 - g. Hazardous Materials (including radiological) Annex D-7
 - h. Flash Flood Annex D-8
 - i. Landslide Annex D-9

E. EVACUATION PLANS

1. Evacuation of Legislative Branch employees must be accomplished as quickly, orderly, calmly and efficiently, as possible. To facilitate a quick, orderly, calm and efficient evacuation of employees, the exercise of the evacuation plan should be practiced routinely without notice.
 - a. Evacuation plans, applicable to various offices and floors of Honolulu Hale can be found in Annex E and should be posted in public and plain view locations.
 - b. Evacuation plans for the Committee Meeting room (Annex E-2) and Council Chamber (Annex E-4) should be posted in public and plain view locations, and provide evacuation instructions from these locations.
 - c. Evacuation plans applicable to Legislative Branch offices and rooms utilized in Kapolei Hale can be found in Annex E-7.
2. Councilmembers and agency heads should ensure that individuals on their respective staffs are designated and trained as Evacuation Wardens in accordance with the Evacuation Warden Training Handbook (Annex F-1).
3. An "ALL CLEAR" message following a building evacuation, to allow return to the building is issued by the incident commander.
 - a. For purposes of this EOP, the incident commander may include the Council Chair, a police officer, firefighter or Supervisor from DFM.
 - b. This "ALL CLEAR" declaration filters from the incident commander to DFM security officers, DMT members, DRT members, Evacuation Wardens, and ultimately to all Legislative Branch employees.

F. RECOVERY

Recovery consists of restoring Legislative Branch operations to normal after an emergency or disaster occurs. Most recoveries have two phases: short-term and long-term. The Council, OCA, OCC and OCS will cooperate and coordinate with the City's Executive Branch in restoring City operations in both phases. Neither short-term nor long-term recovery is a simple process and will vary significantly depending on the severity of the disaster experienced.

1. For Short-Term Recovery, the overall City emphasis is placed on safeguarding the population and providing survivors with food, water, shelter, and medical assistance as well as clearing debris and maintaining and/or restoring power, sanitation, communications and transportation systems. The short-term process can be measured in days and weeks.

Short-term recovery specific to the Legislative Branch is dependent upon the severity of the disaster. The Legislative Branch's primary focus during this recovery phase, is to resume basic operations as quickly as possible and provide for emergency legislation and funding as needed.

2. For Long-Term Recovery, the process aims at restoring the City to normal or improved levels. Redevelopment and reconstruction will be addressed by both public and private sector entities resulting in a broader master recovery plan. Such a plan should set priorities, recommend or establish mitigation measures (which might include the need for new zoning, improved land use management or building codes, additional flood control projects, improved preparedness and response planning, better public education, or the hardening of the City's lifeline systems), and formulate an optimum public-private sector reinvestment strategy. The long-term process can be measured in months and years.

Long-term recovery specific to the Legislative Branch is dependent upon the severity of the disaster. A majority of initiatives undertaken as part of any master recovery plan will necessitate extensive involvement and approval of the Council.

G. EVALUATION AND EFFECTIVENESS

1. The recovery from a significant disaster may take months or years to complete. It is critical to the success of this EOP to transition from recovery back to a condition of preparedness, as quickly as possible.
2. Following any disaster or emergency that initiates the EOP to any degree, the Council Chair shall evaluate and assess the effectiveness of the EOP and the actions of the Legislative Branch.
3. It is the responsibility of the DMT to ensure the accuracy and validity of any and all changes, and oversee the necessary improvements. Any changes to this EOP shall be validated and approved by the Council via resolution. This process ensures the integrity of this document and the continued emergency preparedness of the Legislative Branch.
4. Pursuant to Council Rule 10.C, the Executive Matters and Legal Affairs Committee is directed to review the Legislative Branch's EOP every year ending in a "4" or "9".
5. A guiding principal in this evaluation process is to incorporate a meaningful program of test, training and exercise. An effective program must demonstrate, assess and improve the Legislative Branch's ability to execute its EOP. These programs must be conducted and evaluated on a

routine basis and all approved recommendations should be implemented expeditiously.

6. DEM is undertaking a formal review of the City's Emergency Operations Plan. The DMT should review the City's updated plan upon being distributed and amend this Legislative Branch EOP accordingly.

V. CONTINUITY OF GOVERNMENT AND OPERATIONS

Ensuring the continuity of City government and operations during an emergency situation is critical. Particularly important is the succession and delegation of authority for critical leadership positions as well as a clear understanding of the actions and essential functions that must be performed during an emergency incident that disrupts normal operations. Continuity of government ensures that constitutional, legislative, and administrative responsibilities are preserved and maintained, while continuity of operations ensures the capability of the Legislative Branch to perform necessary tasks during any emergency or disaster period.

A. EXECUTIVE BRANCH

1. In the event that the office of the Mayor becomes vacant during an emergency or disaster period, the vacancy shall be filled as provided by Section 5-106 of the Charter.
2. Succession of Department Heads within the Executive Branch during an emergency or disaster period shall be in accordance with applicable law and as specified in Annex A, Appendix 2 of the City's Emergency Operations Plan.

B. LEGISLATIVE BRANCH

1. The process for succession to fill a vacancy in an office of a Councilmember during an emergency or disaster shall be as provided by Section 3-105 of the Charter. In the event that the vacancy cannot be filled in the manner prescribed therein, the remaining members of the Council shall appoint a successor with the requisite qualifications to fill the vacancy specified by Section 3-104 of the Charter.

In the event the remaining members of the Council cannot appoint a successor within seven days after the occurrence of a vacancy during an emergency or disaster, the Mayor shall appoint the successor to the office of any Councilmember which is vacant or for which a Councilmember is otherwise unavailable; provided, that any person so appointed shall have the requisite qualifications specified by Section 3-104 of the Charter.

2. In the event that both the Chair and Vice-Chair are unavailable during an emergency or disaster period, the Council shall appoint a presiding officer pro tempore from its membership, as provided by Section 3-107 of the Charter. Until such appointment, the Floor Leader of the Council shall serve as Chair.

In the event of a vacancy in the office of Chair or Vice-Chair of the Council during an emergency or disaster period, the Council shall elect one of its members as the successor to such office as provided by Rule 4 of the Council Rules.

3. In the event of a Councilmember being called to active military duty as a result of an emergency or disaster, the Council may temporarily appoint a replacement as provided by Section 3-124 of the Charter.
4. Section 3-202(10) of the Charter establishes that should the Council find, by a two-thirds vote of its entire membership, the existence of any emergency due to a public calamity, it may waive all of the requirements for the introduction, consideration and passage of ordinances and resolutions pertaining to procedure, except those relating to the number of votes required for passage and the recording of the vote in the journal.

Should emergency legislation be required, essential personnel for this task include the Councilmembers and City Clerk, as well as an attorney from OCS and the Department of the Corporation Counsel. Necessary equipment for such emergency legislation is ultimately a pen and paper.

5. OCC, OCS and OCA have internal procedures in place in the event of an emergency or disaster, to protect information and material critical for their respective offices' continued operation and capability to serve the Council.

C. RELOCATION PLAN

1. In the event that Honolulu Hale is damaged to the extent that it is rendered unsafe or emergency conditions necessitate relocation, the Legislative Branch must be able to continue to operate in order to legislate and assist in the recovery from emergencies and disasters that may affect the City.
2. Movement to an alternate site is determined based upon an evaluation of viable and safe facilities located in the City. If it is determined that relocation is required, the Legislative Branch must take the necessary measures to notify the public and City Administration of the relocation.
3. The ultimate determination to relocate is made by the Council Chair. The following criteria should guide the decision to relocate to an alternate site:

- a. Honolulu Hale is determined to be unsafe to inhabit;
- b. Accessible routes to Honolulu Hale are unsafe or prohibited;
- c. Honolulu Hale utilities and infrastructure are inoperable; and
- d. Alternate site is operational and accessible.

D. ALTERNATE SITE(S) FOR EMERGENCY OPERATIONS

1. In the event Honolulu Hale sustains extensive damage and is deemed unsafe by emergency authorities, the Legislative Branch should have reserve equipment and an alternate site to ensure a continuity of operations.
2. Alternate operational sites should be identified ahead of time and evaluated for functional capabilities.
3. Nothing in this EOP prohibits the Council from using all necessary means to occupy an alternate site to meet its mission and objectives.
 - a. Alternate Site Qualifications include:
 - i. Survivability from severe weather events, including tsunamis, earthquakes, hurricanes, and flooding;
 - ii. Ample square footage to contain necessary basic Legislative Branch operations;
 - iii. Personnel life support supplies (14 days of food, water, emergency necessities);
 - iv. Life support utilities (power generation, infrastructure and restrooms), including alternate power, emergency water and sanitation contingency plans); and
 - v. Memorandum(s) of Agreement for use with the host-facility/organization.
 - b. Storage capacity for contingency supplies and equipment
 - i. Storage of pre-positioned equipment can ensure the smooth transition from response to recovery and allow for the continuity of operations and government. Storage facilities should be co-located with the primary alternate site. The storage area must be survivable, secure and accessible in the event of an emergency.
 - ii. The recommended contingency equipment should include at a minimum, office automation equipment, stationery, power generation and communications equipment.
 - c. Occupancy of any of these predetermined alternative sites is contingent upon the magnitude and location of the disaster. In the event that Honolulu Hale is deemed inaccessible, uninhabitable or otherwise deemed unsafe, any one of these following sites could serve as a long-term interim site until further notice:
 - i. Kapolei Hale;
 - ii. Blaisdell Center meeting rooms; or
 - iii. Manana Community Park.

APPENDIX 1

LIST OF COMMON ABBREVIATIONS

BFS	Department of Budget and Fiscal Services
CITY	City and County of Honolulu
COUNCIL	Council of the City and County of Honolulu
OCC	Office of the City Clerk
COOP	Continuity of Operations Plan
COG	Continuity of Government
CERT	Community Emergency Response Team
DEC	Department Emergency Coordinator
DEM	Department of Emergency Management
DFM	Department of Facilities Maintenance
DHR	Department of Human Resources
DIT	Department of Information Technology
DMT	Council Disaster Management Team
DRT	Council Disaster Response Team
EAS	Emergency Alert System
EMS	Emergency Medical Services
ENP	Emergency Notification Process
EOP	Emergency Operations Plan
HFD	Honolulu Fire Department
HPD	Honolulu Police Department
HRS	Hawaii Revised Statutes
ICS	Incident Command System
MOA	Memorandum of Agreement
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
OCA	Office of the City Auditor
OCS	Office of Council Services
CHARTER	Revised Charter of the City and County of Honolulu (2017 Ed.)
ROH	Revised Ordinances of Honolulu
HAWAS	Hawaii Warning System
HiEMA	Hawaii Emergency Management Agency

APPENDIX 2

LIST OF AUTHORITIES

1. Hawaii Revised Statutes ("HRS")
 - a. HRS Chapter 127A ("Emergency Management")
 - b. HRS Chapter 128A ("Homeland Security")
2. Revised Charter of the City and County of Honolulu 1973 (2017 Edition) ("Charter")
 - a. Charter Section 3-107 "Organization of Council; Officers; Rules; Meetings; Employees"
 - b. Charter Section 3-124 "Temporary Replacement of Councilmember Called to Active Military Duty"
 - c. Charter Section 3-202(10) "Introduction, Consideration and Passage of Ordinances and Resolutions"
 - d. Charter Section 6-103 "Department of Emergency Management"
 - e. Charter Section 13-112 "Declaration of Emergencies"
3. Revised Ordinances of Honolulu 1990 ("ROH")
 - a. ROH Section 1, Article 7 "Continuity of Government"
 - b. ROH Section 41, Article 11 "Control of and Evacuation from Disaster Area During Potential Disasters"
4. City and County of Honolulu, Emergency Operations Plan (March 1, 2014)
5. Developing and Maintaining Emergency Operations Plans, Version 2.0, November 2010, Federal Emergency Management Agency
6. City Council Resolution(s): 83-357; 11-368 (2012);
7. City and County of Honolulu Administrative Directives Manual
 - a. Subject No. 210 Emergency Procedure & Evacuation Plan Responsibility
 - b. Subject No. 220 City Government Function During Emergencies & Disasters
8. City Council Administrative Manual; Rules of the Council;
9. Mayor's Directive No. 06-01; No. 13-01
10. National Incident Management System, September, 2003; National Response Framework, January, 2008; and National Disaster Recovery Framework, September, 2011.

APPENDIX 3

DISTRIBUTION LIST

This EOP is distributed to the following entities and agencies and available electronically.

1. Centrally located on the Legislative Branch "M: drive" in folder entitled:
"EOP & APPENDICES-ANNEXES"
2. Council of the City and County of Honolulu
Chair's Office (1 copy)
Councilmembers (8 copies)
Council Administration (1 copy)
3. Office of the City Clerk (2 copies)
4. Office of Council Services (2 copies)
5. Office of the City Auditor (2 copies)
6. Department of Emergency Management (1 copy)
7. Hawaii Emergency Management Agency (1 copy)
8. Department of Facilities Maintenance (1 copy)
RE: Kapolei Hale (alternate relocation site)
9. Department of Enterprise Services (1 copy)
RE: Blaisdell Center Meeting Rooms (alternate relocation site)
10. Department of Parks and Community Services (1 copy)
RE: Manana Community Park (alternate relocation site)

ANNEX A

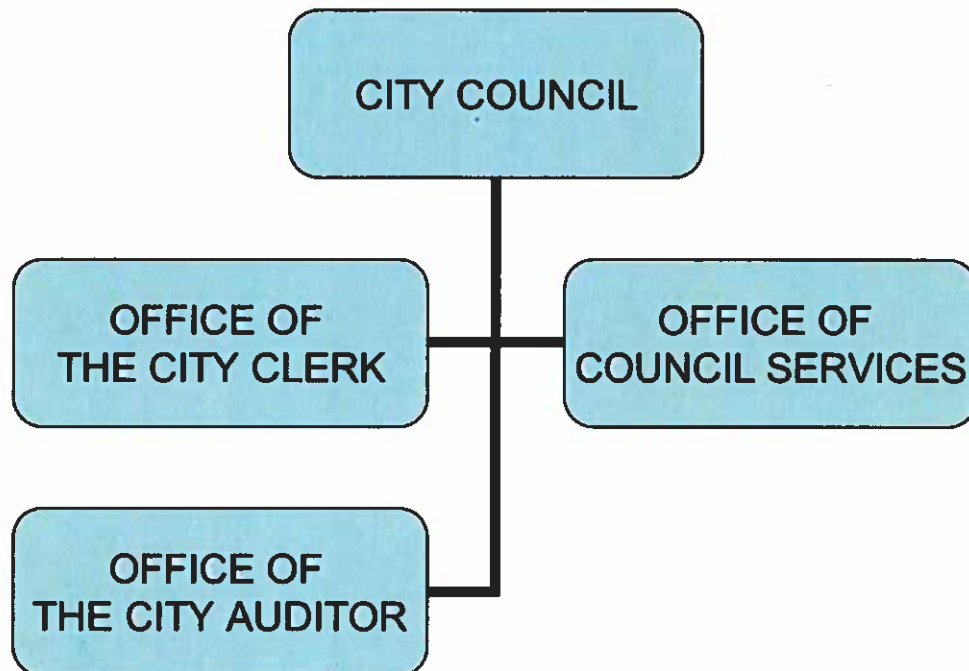
ORGANIZATIONAL STRUCTURES

LEGISLATIVE BRANCH EOP



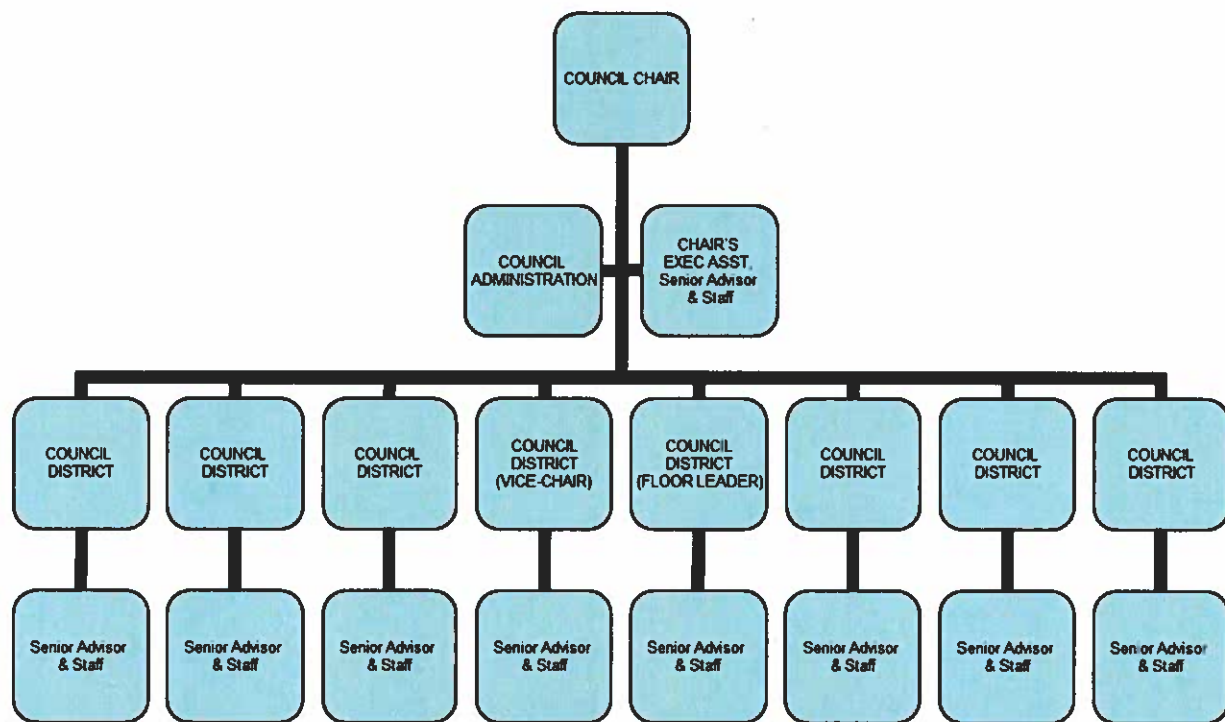
ANNEX A-1

LEGISLATIVE BRANCH ORGANIZATIONAL STRUCTURE



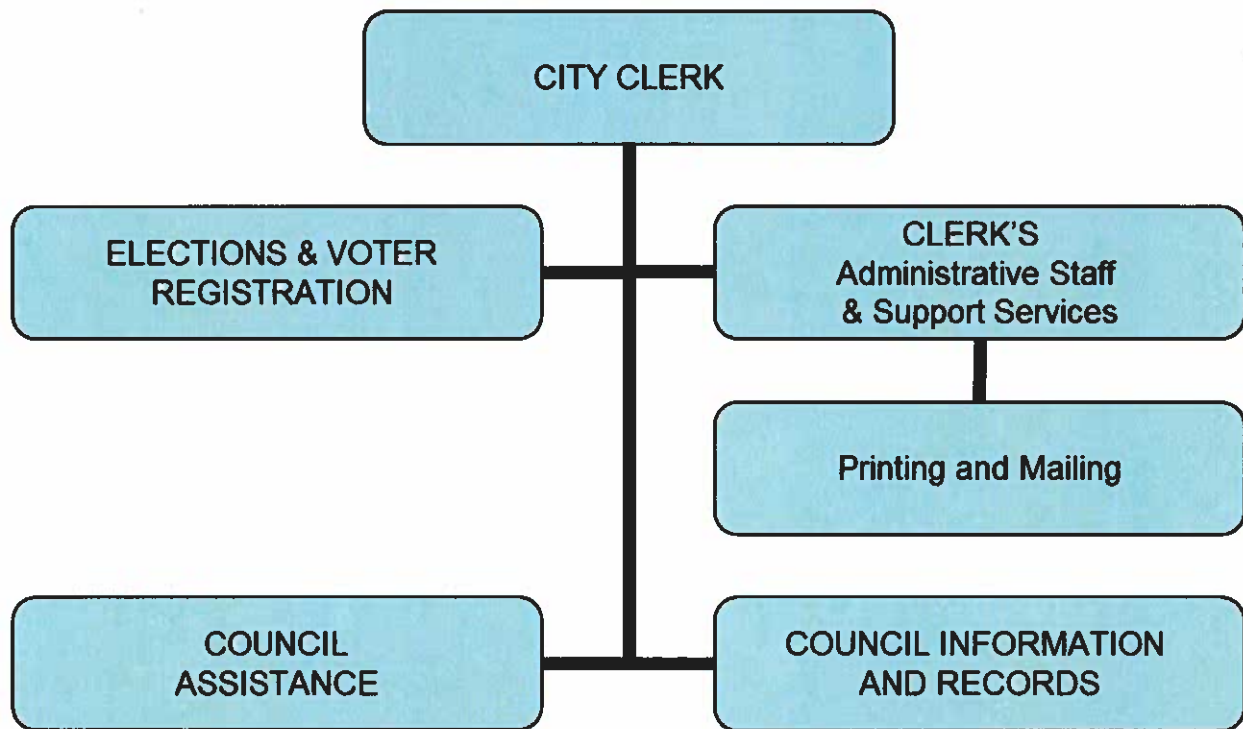
ANNEX A-2

COUNCIL ORGANIZATIONAL STRUCTURE



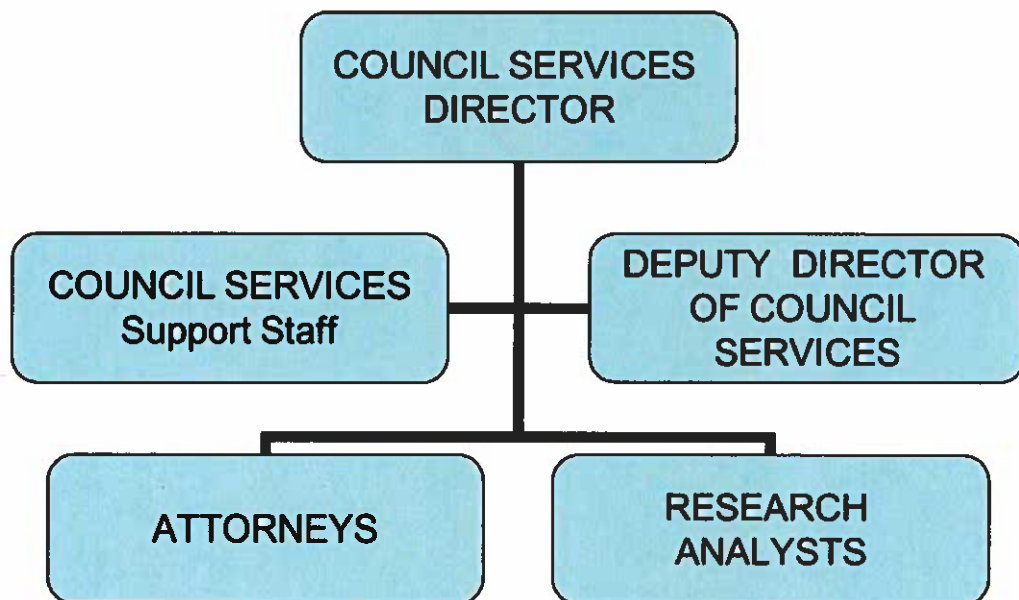
ANNEX A-3

OFFICE OF THE CITY CLERK ORGANIZATIONAL STRUCTURE



ANNEX A-4

OFFICE OF COUNCIL SERVICES ORGANIZATIONAL STRUCTURE



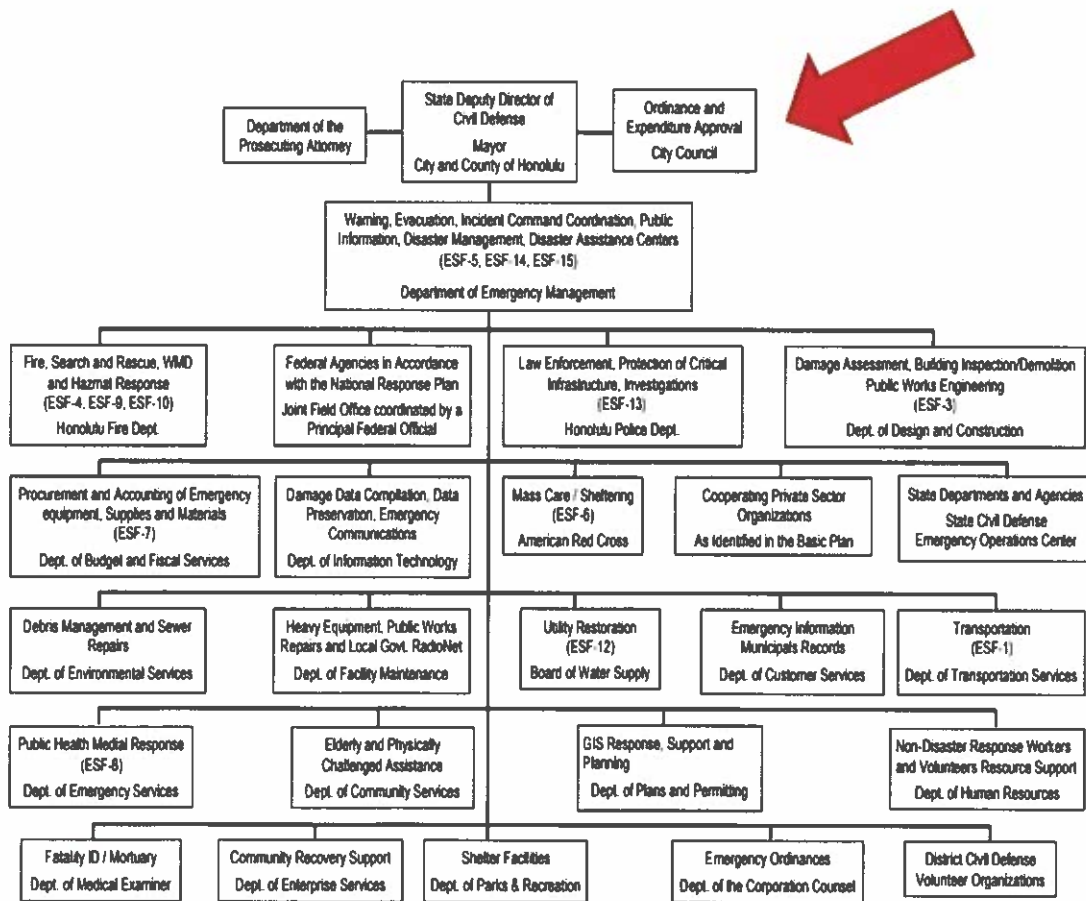
ANNEX A-5

**OFFICE OF CITY AUDITOR
ORGANIZATIONAL STRUCTURE**



ANNEX A-6

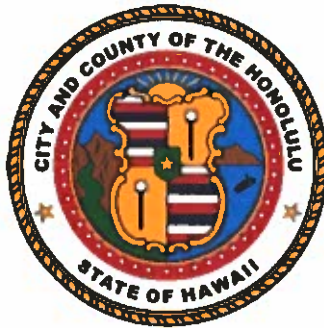
CITY DISASTER RESPONSE ORGANIZATIONAL STRUCTURE



ANNEX B

CHECKLISTS

LEGISLATIVE BRANCH EOP



ANNEX B-1

ANNUAL SAFETY INSPECTION EVALUATION

The most widely accepted way to identify hazards in the workplace is to conduct safety and health self-inspections. You can only be certain that actual dangerous situations exist in the workplace if you check them routinely, thus an annual safety-inspection is necessary to identify probable hazards exist and control them.

This document contains multiple inspection checklists designed to help evaluate works areas and spaces and whether action should be taken to make the workplace safer for Legislative Branch employees. These checklists are not all inclusive. When completed, should concerns or potential hazards exist, report them to your respective Department's emergency coordinator or Disaster Management Team ("DMT") representative for corrective action.

Periodically, a workplace assessment will be conducted by the DMT with cooperation of the Honolulu Fire Department and the Department of Facilities Maintenance to identify and evaluate hazard mitigation measures throughout the facilities of the Legislative Branch.

GENERAL WORK ENVIRONMENT CHECKLIST

Department/Division: _____ Date Of Inspection: _____

Location: _____ Inspector: _____

CRITERIA	Check One		COMMENTS
	Yes	No	
Are work areas properly illuminated?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the work area clean and orderly?	<input type="checkbox"/>	<input type="checkbox"/>	
Are restrooms and washrooms kept clean and sanitary?	<input type="checkbox"/>	<input type="checkbox"/>	
Is water provided for drinking and washing?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the ventilation and air conditioning system functioning properly?	<input type="checkbox"/>	<input type="checkbox"/>	
Are floors kept clean and dry or have you taken appropriate measures to make floors slip resistant?	<input type="checkbox"/>	<input type="checkbox"/>	
Are floors free from hazards, nails, splinters, holes, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	
Are permanent aisles and passageways clearly marked and kept clear of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	
Is trash removed from the worksite regularly?	<input type="checkbox"/>	<input type="checkbox"/>	
Are materials on elevated surfaces piled, stacked or racked in a manner to prevent tipping, falling, collapsing, rolling or spreading?	<input type="checkbox"/>	<input type="checkbox"/>	
ADDITIONAL REMARKS:			

ANNEX B-1

STAIRWAYS, EXITS and EGRESS CHECKLIST

Department/Division: _____ Date Of Inspection: _____

Location: _____ Inspector: _____

CRITERIA	Check One		COMMENTS
	Yes	No	
Are standard stair rails or handrails on all stairways having four or more risers?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all stairways at least 22 inches wide with a 6.5 foot overhead clearance?	<input type="checkbox"/>	<input type="checkbox"/>	
Are steps on stairs and stairways designed or provided with a slip-resistant surface?	<input type="checkbox"/>	<input type="checkbox"/>	
Are stairway handrails capable of withstanding a load of 200 pounds, applied in any direction?	<input type="checkbox"/>	<input type="checkbox"/>	
Are stairways adequately illuminated?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all exits and exit routes clearly marked with exit signs and illuminated by reliable emergency light sources?	<input type="checkbox"/>	<input type="checkbox"/>	
Are doors, passageways or stairways that are neither exits nor access to exits, appropriately marked?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all exits kept free of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there sufficient exits to permit prompt escape in case of emergency?	<input type="checkbox"/>	<input type="checkbox"/>	
Do exit doors open in the direction of exit travel?	<input type="checkbox"/>	<input type="checkbox"/>	
Are doors that swing in both directions provided with viewing panels in each door?	<input type="checkbox"/>	<input type="checkbox"/>	
Are exit doors openable from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied?	<input type="checkbox"/>	<input type="checkbox"/>	
Where panic hardware is installed on a required exit door, will it allow the door to open by applying a force of 15 pounds or less in the direction of the exit traffic?	<input type="checkbox"/>	<input type="checkbox"/>	
Where exit doors open directly onto any street, alley or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?	<input type="checkbox"/>	<input type="checkbox"/>	
Are special precautions taken to protect employees during construction and repair operations?			
Are the number of exits from each floor of a building and the number of exits from the building itself, appropriate for the building occupancy load?			
ADDITIONAL REMARKS:			

ANNEX B-1

FIRE SAFETY CHECKLIST

Department/Division: _____ Date Of Inspection: _____

Location: _____ Inspector: _____

CRITERIA	Check One		COMMENTS
	Yes	No	
If you have an alarm system, has it been accepted by the HFD? Is it tested annually?	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire doors operating properly and unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	
Are automatic sprinkler system water control valves and water pressure checked periodically?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the maintenance of automatic sprinkler systems assigned to competent persons or to a sprinkler contractor?	<input type="checkbox"/>	<input type="checkbox"/>	
Is proper clearance maintained below sprinkler heads?	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire extinguishers provided in adequate number and type?	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire extinguishers serviceable and mounted in readily accessible locations?	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire extinguishers inspected monthly and noted on the inspection tag?	<input type="checkbox"/>	<input type="checkbox"/>	
Are employees instructed in the use of fire extinguishers?	<input type="checkbox"/>	<input type="checkbox"/>	
Are required fire extinguishers mounted within 75 feet of any outside areas containing flammable liquids, and within 10 feet of any inside storage areas?	<input type="checkbox"/>	<input type="checkbox"/>	
Is access to fire extinguishers free of obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all fire extinguishers serviced and maintained at intervals not exceeding one year?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all fire extinguishers fully charged and in designated locations?	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire extinguishers provided for the proper class of fires expected based on materials stored in area?	<input type="checkbox"/>	<input type="checkbox"/>	
Is your local fire department well acquainted with your facilities, its location and specific hazards?	<input type="checkbox"/>	<input type="checkbox"/>	
Are employees periodically instructed in the use of extinguishers (P.A.S.S.) and fire protection procedures	<input type="checkbox"/>	<input type="checkbox"/>	
ADDITIONAL REMARKS:			

ANNEX B-1

MEDICAL SERVICES AND FIRST AID

Department/Division: _____ Date Of Inspection: _____

Location: _____ Inspector: _____

CRITERIA	Check One		COMMENTS
	Yes	No	
Is there a hospital, clinic or infirmary nearby?	<input type="checkbox"/>	<input type="checkbox"/>	
Are emergency phone numbers conspicuously posted?	<input type="checkbox"/>	<input type="checkbox"/>	
Are employees trained and certified in first aid?	<input type="checkbox"/>	<input type="checkbox"/>	
Are City approved first aid kits accessible in each work area and periodically inspected for required components?	<input type="checkbox"/>	<input type="checkbox"/>	
Are first aid kits replenished as supplies are used?	<input type="checkbox"/>	<input type="checkbox"/>	
Are City approved AED machines accessible in the work area and periodically checked for			
Are employees trained in Cardiopulmonary Resuscitation (CPR) and use of Automated External Defibrillators (AED)?	<input type="checkbox"/>	<input type="checkbox"/>	
Do employees know what to do in case of emergency?	<input type="checkbox"/>	<input type="checkbox"/>	
ADDITIONAL REMARKS:			

ANNEX B-2

EMERGENCY OPERATIONS PLAN VALIDATION AND CONTINUITY OF OPERATIONS CHECKLIST

CRITERIA	Check One		COMMENTS
	Yes	No	
Does the EOP provide for the security and safety of Legislative Branch employees and their families during an emergency situation??	<input type="checkbox"/>	<input type="checkbox"/>	
Has the EOP been distributed to all necessary persons and entities, including Councilmembers and DEM?	<input type="checkbox"/>	<input type="checkbox"/>	
Is EOP available electronically for all Legislative Branch employees to access?	<input type="checkbox"/>	<input type="checkbox"/>	
Have Legislative Branch employees been informed that the EOP has been updated?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the EOP designate specific emergency response personnel and provide for their alerting, assembly and positioning under emergency conditions without delay?	<input type="checkbox"/>	<input type="checkbox"/>	
Does EOP include guidelines for warning, evacuation, communications, damage assessment, records protection, reporting and public information during emergencies?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the ENP reflect the most current contact information for Legislative Branch employees?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the ENP been exercised quarterly?	<input type="checkbox"/>	<input type="checkbox"/>	
Are designated emergency response personnel (DMT/DRT, Evacuation Wardens, etc..) in the EOP, current?	<input type="checkbox"/>	<input type="checkbox"/>	
Have DMT/DRT members been briefed on responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>	
Have DMT members attended DEC/AEC training at DEM?	<input type="checkbox"/>	<input type="checkbox"/>	
Have DMT/DRT members been trained in CPR/AED?	<input type="checkbox"/>	<input type="checkbox"/>	
Have Evacuation Wardens been briefed on responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>	
Have Evacuation Wardens attended evacuation training and reviewed the Evacuation Warden Handbook?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all applicable building evacuation maps current?	<input type="checkbox"/>	<input type="checkbox"/>	
Does EOP include updated inventories of available resources and their optimal use during emergencies?	<input type="checkbox"/>	<input type="checkbox"/>	
Are contingency supplies located in a secured, accessible site? If so, who has access to this location?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there Memoranda of Agreements in place regarding alternate site usage?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the EOP identify private sector leaders and volunteer agencies capable of contributing resources and assisting?	<input type="checkbox"/>	<input type="checkbox"/>	
Does EOP include instructions for essential communication and coordination with related City, State, and Federal agencies before, during and after emergency situation?	<input type="checkbox"/>	<input type="checkbox"/>	
ADDITIONAL REMARKS:			
Mobile communication support?			

ANNEX C

EMERGENCY NOTIFICATION PROCESS

LEGISLATIVE BRANCH EOP



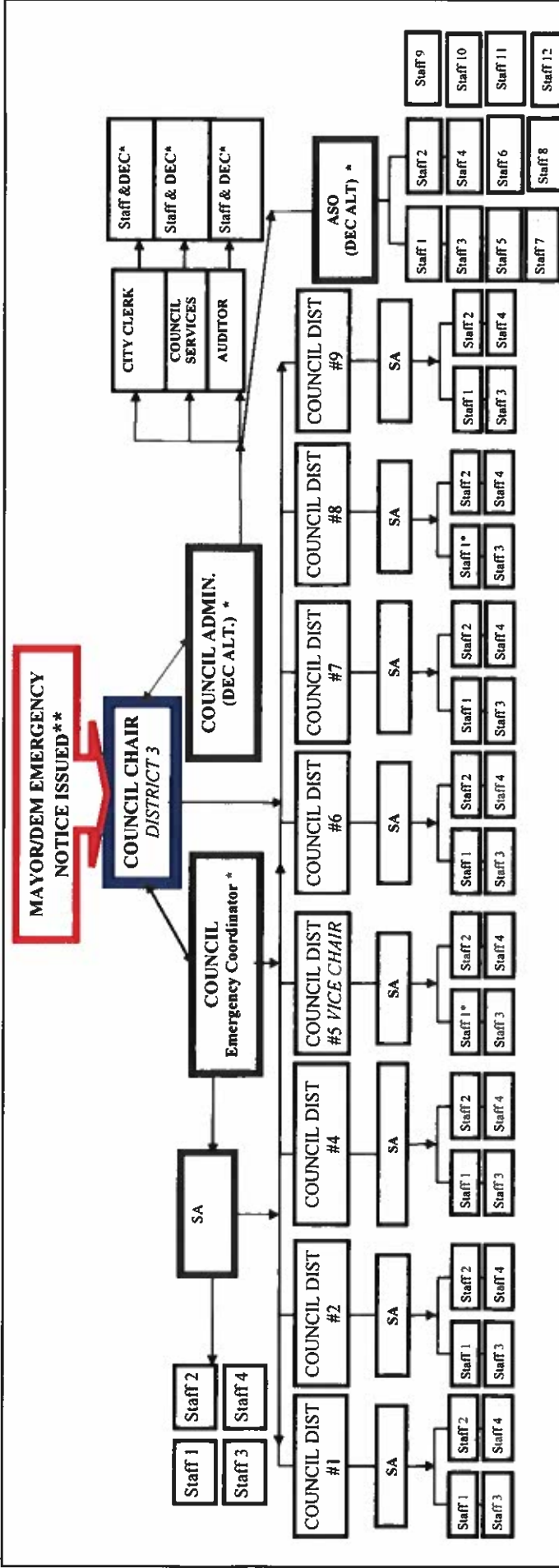
LEGISLATIVE BRANCH - EMERGENCY NOTIFICATION PROCESS (Rev. June 2019)

ANNEX C-1

This phone tree is for emergency situations only.

It is activated only if an event is expected to close or affect Branch/City Council operations.

It is not used for weather notices or bulletins which will not affect immediate operations.



Overall Contact Process: 1) DEM notification received 2) Chair requests DEC(s) activate phone tree 3) Notifications begin. **Unless an event is an immediate threat (within hours), all Branch & City Council office closures shall be issued via the Chair or Vice Chair.**

Chain of Contact: 1) Coordinators will attempt to contact all Councilmembers, 1 staff member (Senior Advisor) for each office & the Director for each branch office (Clerk's, Auditors, OCS). 2) To expedite notices, Senior Advisors & Directors are charged with notifying all other staff. 3) Should the Senior Advisor, Member or Director be unreachable, the DEC will continue to call the next staff person in line until someone is reached. **Please be patient and wait for notice before contacting DEM or Coordinators.**

***DEC & Alternates:** Department Emergency Coordinator – Francisco Figueiredo, Council Chair Ikaika Anderson's Executive Assistant Alternates: Dion Mesta (D8), James Larson (D5). Notifications may be delivered by the Coordinator or alternates depending on availability. All Legislative Branch offices – Including Auditors, Clerks & Council Services have office emergency coordinators & internal notification processes.

ANNEX C-2

LEGISLATIVE BRANCH DISASTER MANAGEMENT TEAM LIST

[as of June 26, 2019]

Council Chair	Chair Ikaika Anderson,
Council Chair's Designee	Councilmember Brandon Elefante
Council DEC to DEM	Francisco Figueiredo
Council Alternate #1 DEC to DEM	James Larson
Council Alternate #2 DEC to DEM	Dion Mesta
City Clerk	Glen Takahashi
City Clerk's DEC to DEM	Chadd Kadota
Office of Council Services Director	Jim Williston
OCS DEC to DEM	George White
OCS Alternate DEC to DEM	Yvette Lee
City Auditor	Troy Shimasaki
OCA DEC to DEM	Van Lee

ANNEX D

**INCIDENT SPECIFIC
EMERGENCIES**

LEGISLATIVE BRANCH EOP



ANNEX D-1

In case of FIRE, SMOKE or EXPLOSION:

Activate fire alarm pull station nearest you and call 911.

Upon being alerted to an emergency condition related to fire, smoke or an explosion, **KEEP CALM, DO NOT PANIC**. Evacuation Wardens should immediately don high-visibility safety vests and start an orderly evacuation of the building to the designated rally point. For Honolulu Hale, "Sky Gate" is this location.

Evacuation Wardens will ensure disabled personnel are assigned a buddy. For those who are unable to safely evacuate, Wardens will direct individuals to specific "areas of rescue" located on each floor where they will shelter in place and await rescue. All evacuees should exit single file down the nearest exit stairwell unless otherwise directed. Walk rapidly, but do not run and do not push. **DO NOT USE ELEVATORS**.

If your clothes catch on fire, you should **STOP, DROP and ROLL** until the fire is extinguished. Running only makes the fire burn faster.

To escape a fire, check closed doors for heat before you open them. If you are escaping through a closed door, use the back of your hand to feel the top of the door, the doorknob, and the crack between the door and its frame before opening.

Hot Door	Cool Door
Do not open. Escape through a window. If you cannot escape, hang a white or light-colored sheet outside the window, alerting fire fighters to your presence.	Open slowly and ensure fire and/or smoke is not blocking your escape route. If your escape route is blocked, shut the door immediately and use an alternate escape route, such as a window. If clear, leave immediately through the door and close it behind you. Be prepared to crawl. Smoke and heat rise. The air is clearer and cooler near the floor.

Crawl low under any smoke in your escape route, heavy smoke and poisonous gases collect first along the ceiling. If you are caught in smoke, take short breaths, breathe through your nose. Close doors behind you as you escape to delay the spread of the fire. Stay out once you are safely out, do not reenter.

Consolidate with coworkers and report to Evacuation Wardens for accountability. Follow instructions given by emergency personnel and maintain communication with coworkers and supervisors for additional instructions or guidance. Wait for the "All Clear" announcement before re-entering the building.

ANNEX D-2

In case of a TSUNAMI or HIGH SURF:

When a tsunami warning is issued, the Department of Emergency Management will sound emergency sirens. Honolulu Hale is not considered to be within a flood zone. Employees within the building should:

- 1) Monitor the Emergency Alert System radio station.
- 2) If you should be out of the office and in a flood zone, evacuate at once to high ground or a safe area.
- 3) **If there is noticeable recession in water away from the shoreline this is nature's tsunami warning and it should be heeded.** Move away immediately.
- 4) Remain in the safe area until the warning expires or until emergency personnel have issued an "all clear" signal.
- 5) Employees are encouraged to maintain communication with their immediate supervisors for additional instructions or guidance.

The following are guidelines for the period following a tsunami:

- **Stay away from flooded and damaged areas** until officials say it is safe to return.
- **Stay away from debris in the water;** it may pose a safety hazard to boats and people.
- **Save yourself - not your possessions**

ANNEX D-2

Tsunami Preparedness

What YOU need to know!

Did you know that tsunamis are responsible for more deaths in the State of Hawai'i than any other natural disaster **including** hurricanes? More than 220 Hawai'i residents have lost their lives (including six on Oahu in 1946) due to tsunamis in the past 60-years. Tsunami' are Hawaii's deadliest natural disaster.

- There is **NO** tsunami season. Tsunamis are a year-round, 24-hour-threat and hazard to **all** shoreline areas of Hawaii.
- Tsunamis are most often generated by deep sea earthquakes or underwater landslides. Earthquakes **cannot** be forecasted or predicted.
- When a Distant Tsunami Warning is issued, evacuation sirens will sound 3-hours before wave arrival time. Tsunami Refuge Shelters will not be opened until after the tsunami waves have subsided.
- Know if your home or workplace is located in an tsunami evacuation zone. Evacuation maps are printed in the disaster preparedness information section of your telephone book.
- Visit the department web-site at www.honolulu.gov/dem to view the online Tsunami Map Viewer to quickly determine if your home is in an evacuation zone.
- If you are in an evacuation zone you must leave if ordered to do so. If you are out of the zone, stay where you are and keep streets and highways open for emergency responders.
- Do not tie up phone lines or cell phones with **non-emergency** calls. Increased cellular and land-line telephone traffic can severely hamper the ability to request emergency assistance from first responders.
- Rely on television, radio and emergency messages via HNLInfo Mobile App <https://hnl.info/alerts> for the most current and up to date emergency information from the Department of Emergency Management.
- If you are on the shoreline and feel the ground shake, see the ocean quickly recede or hearing a roaring sound go inland or to higher elevations as soon as possible. These are natural tsunami warnings!
- Do not return to coastal areas until the all clear has been announced by emergency officials.

REMEMBER— *If you live on the shoreline you are at risk from the effects of tsunami*

DEPARTMENT OF EMERGENCY MANAGEMENT

City and County of Honolulu
Kirk Caldwell, Mayor

650 South King Street ♦ Honolulu, HI 96813
(808) 723-8960 ♦ Fax (808) 524-3439
www.honolulu.gov/dem
dem@honolulu.gov



ANNEX D-3

In case of a HURRICANE:

The Hawaii Emergency Management Agency provides an early warning system through the use of "Watches and Warnings" with statewide notification by sirens.

Hurricane Watch:

- 1) A watch means that hurricane conditions are possible within 36 hours. During a watch listen to radio and television broadcasts.
- 2) Secure all exterior equipment and materials from high winds. Protect any large windows facing the direction that the hurricane is coming from.
- 3) Turn off utilities if instructed to do so. Otherwise, turn the refrigerator thermostat to its coldest setting and keep its doors closed. Protect valuable equipment from water or errant electrical damage.
- 4) Turn off propane tanks. Avoid using the phone, except for serious emergencies.
- 5) Ensure a supply of water for sanitary purposes such as cleaning and flushing toilets. Fill the bathtub and other large containers with water.
- 6) Wait for further instructions from Emergency Coordinators or City Council Disaster Management Team Members.

Hurricane Warning:

- 1) A warning means that sustained winds of 74 mph or higher associated with a hurricane is expected within 24 hours. Civil Defense sirens will sound. Continue to listen to radio and television broadcasts.

You should evacuate under the following conditions:

- If you are directed by local authorities to do so. Follow instructions.
- If you live in a high-rise building—hurricane winds are stronger at higher elevations.

If you are unable to evacuate, follow these guidelines:

- Stay indoors during the hurricane and away from windows and glass doors.
- Close all interior doors—secure and brace external doors.
- Take refuge in a small interior room, closet, or hallway on the lowest level.

ANNEX D-3

What YOU need to know!

Hurricane Preparedness

Since 1959 three hurricanes have made landfall in Hawai'i causing severe damage in the billions of dollars. Of these, Hurricane Iniki was the strongest with winds up to 145 mph, gusts up to 175 mph and storm surge in the 15'-18' range. **The threat is real. History has proven this.**

Hurricanes combine the triple threat of violent winds, torrential rains and storm surge. Each of these by itself could pose a serious threat to life and property. Taken together they are capable of causing widespread destruction.

Be aware of the issuance of a Hurricane WATCH and Hurricane WARNING:

HURRICANE WATCH - Issued when the threat of hurricane conditions of high wind and storm surge are expected within **48 hours**. **Preliminary precautions should be taken.**

HURRICANE WARNING - Issued when the threat of hurricane conditions of high wind and storm surge are expected within **36 hours**. **Actions for protection of life and property should be rushed to completion. Evacuations are generally ordered during a HURRICANE WARNING.**

Evacuation Zones - Hurricane storm surge can be deadly along our shorelines. Most hurricane related deaths occur when residents do not evacuate coastal areas. Review evacuation maps in the Disaster Preparedness section of your telephone book or visit the department web site at www.honolulu.gov/dem.

Shelter-in-place - If you live in a newly constructed home outside of the coastal evacuation and flood zones, consider sheltering in place. Pre-identify a "Safe Room" such as an interior bathroom, large walk-in closet, or enclosed hallway to take refuge in. Remember, all of your emergency supplies should be brought into the safe room. Safe rooms can be an excellent option to a public evacuation shelter.

DEPARTMENT OF EMERGENCY MANAGEMENT

City and County of Honolulu
Kirk Caldwell, Mayor

650 South King Street ♦ Honolulu, HI 96813
(808) 723-8960 ♦ Fax (808) 524-3439

www.honolulu.gov/dem
dem@honolulu.gov



ANNEX D-4

In case of an EARTHQUAKE:

- 1) During the quake, **DROP – COVER – HOLD**. Protect yourself by **dropping** to the floor and taking **cover** under a desk, sturdy table or other piece of furniture. **Hold** on to whatever you are under. If taking cover under a sturdy piece of furniture is not possible, get into a corner and facing out, bring your knees and hands up to protect yourself. Stay away (and face away) from any windows. Stay away from anything that can shatter or fall on you.
- 2) Remain under cover for at least 10 seconds after the shaking has stopped. Make sure it is not dangerous for you to come out from under cover. Watch for dangling light fixtures, broken glass and live electrical circuits in close proximity.
- 3) Cautiously leave your protection and begin to do an injury assessment. Try to plot your course around your floor space so that you are no more than a few steps from another safe spot (in case of an aftershock).
- 4) Do a complete check of the office area, looking for injured or trapped persons, dangerous or shorting electrical circuits, damaged and leaking water lines, and unstable walls, ceilings, or furniture. Barricade-off unsafe areas.
- 5) Upon finding injured occupants, render first aid.
- 6) Personnel within the building should not evacuate until the integrity of the stairwells have been checked and a "safe to evacuate" order has been given by emergency personnel.
- 7) If ordered to evacuate by City and County of Honolulu Security or any other emergency personnel, your primary evacuation assembly area is at Skygate.
- 8) Report any missing persons to emergency personnel.
- 9) Wait for further instructions from Emergency Coordinators or City Council Disaster Management Team Members.

If trapped under debris

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

ANNEX D-4

What YOU need to know!



Earthquake Safety Actions

In a building or home: **Drop, cover, and hold on.** Drop quickly to the floor and take cover beneath a strong desk or table. Cover your head if possible and hold on tight until the shaking stops. If no cover is available get down on the floor next to an interior wall while covering your head and neck with your arms. Stay away from windows, mirrors, book cases or shelves, heavy objects like big appliances or glass. All of these items can be deadly. Do not go outside until you can safely exit the building! When you exit use stairways only. Don't be surprised if fire alarms or sprinklers activate.

In bed: If you are in bed, hold on and stay there, protecting your head and neck with a pillow. You are less likely to be injured staying where you are. Broken glass on the floor has caused injury to those who have rolled to the floor or tried to get to doorways.

In a wheelchair: Lock the wheels once you are in a safe position. If unable to move quickly, stay where you are. Cover your head and neck with your arms.

Outdoors: Move to a clear area if you can safely do so; avoid power lines, trees, signs, buildings, vehicles, and other hazards.

Driving: Pull over to the side of the road, stop, and set the parking brake. Avoid overpasses, bridges, power lines, signs and other hazards. Stay inside the vehicle until the shaking is over. If a power line falls on the car, stay inside until a trained person removes the wire.

Below a dam: Dams can fail during a major earthquake. Catastrophic failure is unlikely, but if you live downstream from a dam, you should know flood-zone information and have prepared an evacuation plan.

If you are at the beach or in a tsunami evacuation zone and the earthquake is very strong, immediately gather your family members, grab your disaster supplies kit, and WALK quickly inland out of the evacuation zone.

If evacuation is impossible, evacuate vertically to the 4th floor or higher of a building 10 floors or taller. This should only be a last resort. Do not wait for an official warning.

DEPARTMENT OF EMERGENCY MANAGEMENT

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Kirk Caldwell, Mayor

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ANNEX D-5

In case of an ACTIVE THREAT

Quickly determine the most reasonable way to protect your own life. Remember the public is likely to follow lead of Legislative Branch employees during active threat situation.

- I. **RUN** if there is an accessible escape path, and attempt to evacuate premises.
 - Have an escape route and plan in mind
 - Evacuate regardless of whether others agree to follow
 - Leave your belongings behind and help others escape, if possible
 - Prevent individuals from entering an area where active threat may be
 - Keep hands visible and follow instructions of emergency responders
 - Do not attempt to move wounded people
 - Call 911 when you are safe
- II. **HIDE** if evacuation not possible, find place where active threat is less likely to find you.
 - Be out of the active threat's view
 - Provide protection if active threat engages or approaches
 - Not trap you or restrict your options for movement
 - Lock doors and blockade doors with heavy furniture where possible
 - Silence any electronic devices on your person or source of noise
 - Hide behind large items (i.e. cabinets, desks); Remain quiet and calm
 - Dial 911, if possible, to alert police to the active threat's location; If unable to speak, keep line open, speaker on, voice muted, to allow the dispatcher to listen
- III. **FIGHT** as a last resort, and only when your life is in imminent danger.
 - Attempt to disrupt and/or incapacitate the active threat.
 - Yelling and acting as aggressively as possible against him/her/them
 - Throwing items and improvising weapons
 - Committing to your actions, don't play fair

RESPONSE UPON LAW ENFORCEMENT ARRIVAL

Law enforcement's purpose is to stop the active threat as soon as possible. Officers will proceed directly to the area where the active threat is believed to be.

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise your hand and spread your fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

ANNEX D-5

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

QUICKLY DETERMINE THE MOST REASONABLE WAY TO PROTECT YOUR OWN LIFE. CUSTOMERS AND CLIENTS ARE LIKELY TO FOLLOW THE LEAD OF EMPLOYEES AND MANAGERS DURING AN ACTIVE SHOOTER SITUATION.

1. Run

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. Hide

- Hide in an area out of the active shooter's view
- Block entry to your hiding place and lock the doors

3. Fight

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the active shooter
- Act with physical aggression and throw items at the active shooter

**CALL 911 WHEN IT
IS SAFE TO DO SO**

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE

1. HOW YOU SHOULD REACT WHEN LAW ENFORCEMENT ARRIVES:

- Remain calm, and follow officers' instructions
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating; just proceed in the direction from which officers are entering the premises

2. INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR:

- Location of the victims and the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

RECOGNIZING SIGNS OF POTENTIAL WORKPLACE VIOLENCE

AN ACTIVE SHOOTER MAY BE A CURRENT OR FORMER EMPLOYEE. ALERT YOUR HUMAN RESOURCES DEPARTMENT IF YOU BELIEVE AN EMPLOYEE EXHIBITS POTENTIALLY VIOLENT BEHAVIOR. INDICATORS OF POTENTIALLY VIOLENT BEHAVIOR MAY INCLUDE ONE OR MORE OF THE FOLLOWING:

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism, and/or vague physical complaints
- Depression/Withdrawal
- Increased severe mood swings, and noticeably unstable or emotional responses
- Increasingly talks of problems at home
- Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes

ANNEX D-6

In case of a BOMB THREAT or SUSPICIOUS PACKAGE:

If you receive a telephoned bomb threat, you should do the following:

- Keep the caller on the line and record everything that is said.
- Notify colleagues nearby to contact the police and building management,
- Get as much information from caller as possible. Try to ask these questions:
 1. When is the bomb going to explode?
 2. Where is it right now?
 3. What does it look like?
 4. What kind of bomb is it?
 5. What will cause it to explode?
 6. Did you place the bomb? Why?
 7. What is your address?
 8. What is your name?

Upon finding/receiving a suspicious package:

- 1) Do not panic. Report all bomb threats as emergencies by calling 911.
- 2) If a suspicious package is found, **DO NOT DISTURB IT** in any way. Leave the area, leaving doors to the area open, and immediately call 911 and notify police first, then City and County of Honolulu security. If the bomb threat is in your area/facility, do not use cell phone or any electronic devices. Do not pull Fire Alarm. Doing so may send an electronic signal that may activate the bomb.
- 3) If ordered to evacuate, personnel should take their briefcases, lunch boxes, purses and small packages with them. This will decrease the number of packages to be examined by search teams, if actual suspicious item or threat has not already been determined. Ensure that the doors to the area are left open to help vent the blast should the device activate.
- 4) Personnel should evacuate to Skygate unless otherwise directed by City and County of Honolulu security, police, fire or emergency personnel.
- 5) Wait for further instructions from Emergency Coordinators or City Council Disaster Management Team Members.

ANNEX D-6

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, **DO NOT HANG UP**, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

*** Refer to your local bomb threat emergency response plan for evacuation criteria**

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the DHS Office for Bombing Prevention at OBP@dhs.gov



Homeland Security

2014

BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER
HUNG UP:

PHONE NUMBER WHERE
CALL RECEIVED:

Ask Caller:

• Where is the bomb located?
(building, floor, room, etc.)

• When will it go off?

• What does it look like?

• What kind of bomb is it?

• What will make it explode?

• Did you place the bomb? Yes No

• Why?

• What is your name?

Exact Words of Threat:

Information About Caller:

• Where is the caller located? (background/level of noise)

• Estimated age:

• Is voice familiar? If so, who does it sound like?

• Other points:

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Creaking voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughing	<input type="checkbox"/> Long Distance	
<input type="checkbox"/> Lip		
<input type="checkbox"/> Loud	Other information:	
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Stunned		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

ANNEX D-7

In case of HAZARDOUS MATERIALS (including radiological)

During a Radiological Dispersion Device Event

While the explosive blast will be immediately obvious, the presence of radiation will not be known until trained personnel with specialized equipment are on the scene. Whether you are indoors or outdoors, home or at work, be extra cautious. It would be safer to assume radiological contamination has occurred—particularly in an urban setting or near other likely terrorist targets—and take the proper precautions. As with any radiation, you want to avoid or limit exposure. This is particularly true of inhaling radioactive dust that results from the explosion. As you seek shelter from any location (indoors or outdoors) and there is visual dust or other contaminants in the air, breathe through the cloth of your shirt or coat to limit your exposure. If you manage to avoid breathing radioactive dust, your proximity to the radioactive particles may still result in some radiation exposure.

If the explosion or radiological release occurs inside, get out immediately and seek safe shelter. Otherwise, if you are:

Outdoors	Indoors
Seek shelter indoors immediately in the nearest undamaged building.	If you have time, turn off ventilation and heating systems, close windows, vents, fireplace dampers, exhaust fans, and clothes dryer vents. Retrieve your disaster supplies kit and a battery-powered radio and take them to your shelter room.
If appropriate shelter is not available, move as rapidly as is safe upwind and away from the location of the explosive blast. Then, seek appropriate shelter as soon as possible.	Seek shelter immediately, preferably underground or in an interior room of a building, placing as much distance and dense shielding as possible between you and the outdoors where the radioactive material may be.
Listen for official instructions and follow directions.	Seal windows and external doors that do not fit snugly with duct tape to reduce infiltration of radioactive particles. Plastic sheeting will not provide shielding from radioactivity nor from blast effects of a nearby explosion.
	Listen for official instructions and follow directions.

ANNEX D-7

What YOU need to know!

Shelter-in-Place HAZMAT

A Hazardous Materials (HAZMAT) incident can subject a community to a sudden release of dangerous, airborne contaminants that are immediately hazardous to the general public. Potential hazards include airborne chemical materials, biological agents or radioactive particles. These materials may be in the form of a solid, liquid, or a gas, and could be colorless and odorless. As a result, you may not even be able to see or smell the danger.

You may be directed to Shelter-in-Place due to a HAZMAT incident when there is little time to react and it would be more dangerous to be outside trying to evacuate than it would be to stay where you are. Shelter-in-Place supplies should be assembled and ready for use before the need arises.

The intent of Shelter-in-Place is to minimize the amount of contaminated outside air that enters your home, business, school or other location and await further emergency instructions indicating the hazard and danger has passed. Keep in mind that you must be prepared in the event a HAZMAT incident lasts for a prolonged period of time.

- Turn off heating, ventilation and air-conditioning (HVAC) systems.
- Close and lock windows and doors.
- Seal gaps under doorways and windows with wet towels and duct tape.
- Seal gaps around window and air conditioning units, bathroom and kitchen exhaust fans, and stove and dryer vents with duct tape and plastic sheeting, wax paper or aluminum wrap.
- Close fireplace dampers should your home or workplace have one.
- Choose a centralized location and close off non-essential rooms.
- Make sure you choose an interior area/room that has few or no windows and includes a telephone, water, toilet and can be easily sealed. A large bathroom is an excellent choice.

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ANNEX D-8

In case of FLASH FLOOD

Flooding often occurs following a hurricane or several days of sustained rain. Flash floods occur suddenly, due to rapidly rising water along a stream or low-lying area. Hawaii averages about 11 flash flood events per year with the more frequent events occurring between October and April.

I. TURN AROUND, DON'T DROWN

- Watches/Warnings for flood events are issued by National Weather Service.
- Never drive across flooded roadways or bridges. Even shallow water can be dangerous as you do not know if the road or bridge has been compromised.
- Flash Floods can occur within a few minutes or hours of excessive rainfall, or dam or levee failure. Many flash floods have a dangerous wall of roaring water carrying rocks, mud and other debris. Flooding can also occur in typically dry areas if there is heavy rainfall upstream
- Check to see if you are in a Flood Zone Area

What YOU need to know!

Be aware of the following National Weather Service Flash Flood Bulletins

Flash Flood Watch

A Flash Flood Watch means heavy rain leading to flash flooding is possible. If you are in the area of a flash flood watch you should be prepared for heavy rains and flooding that may develop.

Flash Flood Warning

A Flash Flood Warning means that flooding is occurring or will develop quickly. If a Flash Flood Warning is issued for your area, take shelter and/or move to high ground as necessary. Never drive through water of unknown depth covering roadways.

Flood Advisory

A Flood Advisory means nuisance flooding is occurring or imminent. A Flood Advisory may be upgraded to a Flash Flood Warning if flooding worsens and poses a threat to life

Flash Flood Preparedness

- Learn the safest route from your home or place of business to high ground should you have to evacuate in a hurry.
- If your area floods, frequently keep emergency materials on hand such as sandbags, plywood, plastic sheeting, and lumber, which can be used to protect properties.
- Do not allow young children to play along streams or near drainage ditches. These areas can become deadly during rain storms.
- If your car stalls in a flooded area, abandon it as soon as possible. Floodwaters can rise rapidly and sweep a car (and its occupants) away.
- Many deaths have resulted from attempts to move stalled vehicles. **DO NOT** attempt to drive through flooded areas in your vehicle as parts of the road may already be washed out or the water much deeper than it appears. **Turn around, don't drown!**
- When hiking use extreme caution anytime heavy rains threaten, even if the rain is falling far upstream. A small stream can become a raging torrent within minutes if previous rainfall has been substantial. Don't cross until the flash flood subsides.
- If you experience a flood related emergency call 9-1-1 immediately!
- Visit the National Weather Service website at www.weather.gov/hawaii for more information on floods and flooding.

ANNEX D-9

In the case of a LANDSLIDE

If you suspect a landslide is imminent, contact fire and police departments. Inform affected neighbors as they may not be aware of the possible hazard and help those who may need assistance evacuating.

If you are in areas susceptible to landslides and debris flows, consider leaving, if it is safe to do so. Move uphill and avoid valleys and low-lying areas. Remember that driving during an intense storm can be hazardous. Be especially alert when driving. Embankments along roadsides are particularly susceptible to landslides. Watch the road for collapsed pavement, mud, fallen rocks, and other indications of possible debris flows. Never cross a road with water or mud flowing. Never cross a bridge if you see a flow approaching.

If you are unable to evacuate, move to a second story if possible to avoid the path of a landslide or debris flow. If in direct danger from landslide or debris flow, curl into a tight ball and protect your head. Stay alert and awake, as many debris-flow fatalities occur while sleeping.

Listen to radio or television and heed all warnings of intense rainfall and evacuation notices. Be aware that intense, short bursts of rain may be particularly dangerous, especially after longer periods of heavy rainfall and damp weather.

Listen for any unusual sounds that might indicate moving debris, such as trees cracking or boulders knocking together. A trickle of flowing or falling mud or debris may precede larger landslides. Moving debris can flow quickly and sometimes without warning.

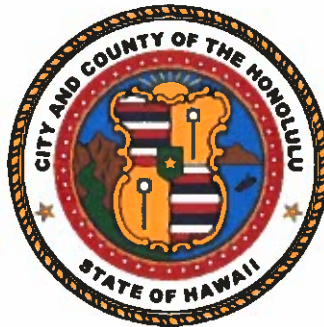
If you are near a stream or channel, be alert for any sudden increase or decrease in water flow and for a change from clear to muddy water. Such changes may indicate landslide activity upstream, so be prepared to move quickly. Don't delay! Save yourself, not your belongings.

If a landslide has occurred, stay away from the area as there may be danger of additional slides. Check for injured and trapped persons near the slide, without entering the direct slide area. Direct rescuers to their locations. Be aware of the possibility for flash flooding following landslides.

ANNEX E

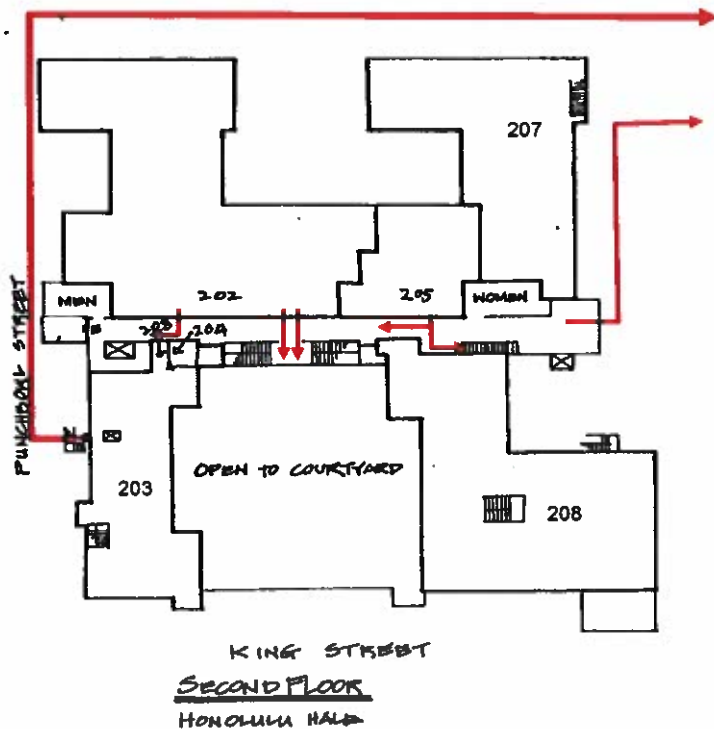
**BUILDING EVACUATION
PLANS**

LEGISLATIVE BRANCH EOP



ANNEX E-1

HONOLULU HALE 2nd FLOOR EVACUATION PLAN



Offices

- Rm 202-City Council
- Rm 203-City Clerk
- Rm 205-Council Committee
- Rm 207-Council Services
- Rm 208-Budget & Fiscal Services

BUILDING EVACUATION (Second Floor):

In the event of an emergency and an evacuation of the building is needed, during committee sessions, council employees in the vicinity of the committee room will assist public personnel with evacuating the building.

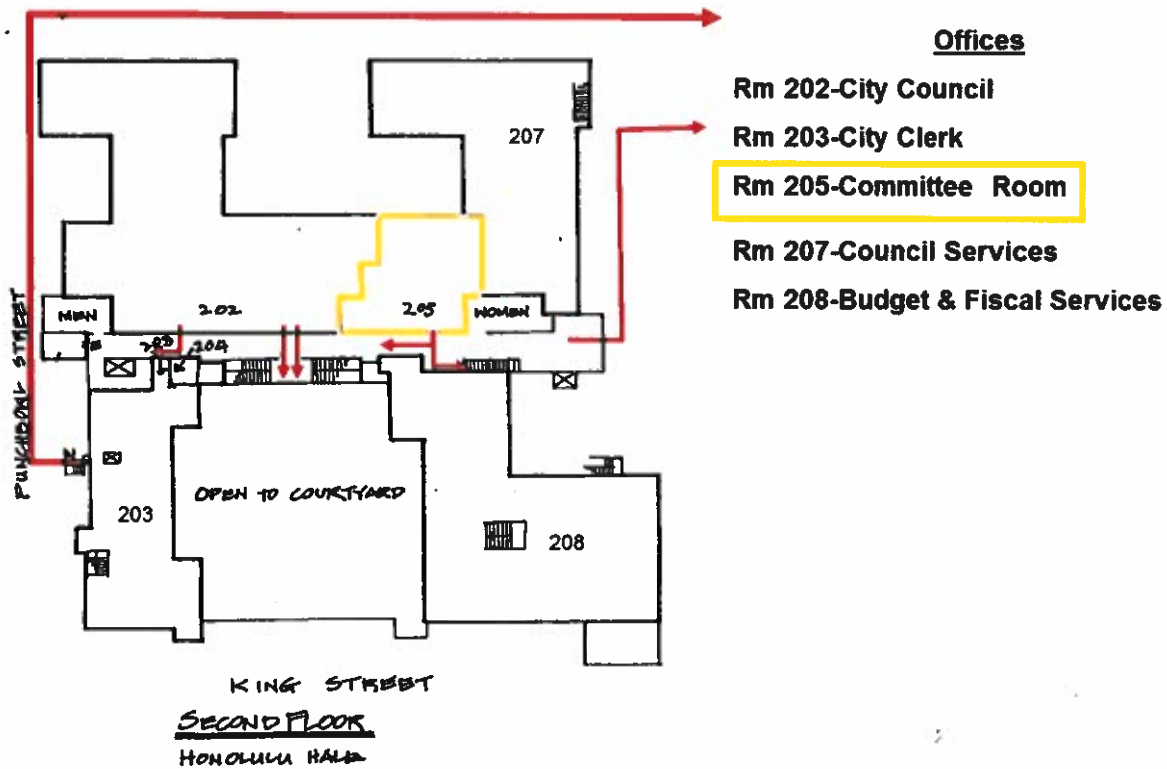
Following any emergency and evacuation from the building, Evacuation Wardens and the senior member of the office will account for their assigned personnel as soon as possible and report the accountability to the incident commander or DEC. Report to emergency personnel, any unaccounted City Council or public personnel who may still be in the building or those in the building needing assistance.

Evacuation Procedure:

1. Immediately leave workstation.
2. Proceed down nearest exit stairway to the 1st floor.
3. DO NOT USE ELEVATORS
4. Assist handicapped employees and/or visitors if needed
5. Meet at designated site: Sky Gate

ANNEX E-2

HONOLULU HALE 2nd FLOOR COMMITTEE MEETING ROOM EVACUATION PLAN



BUILDING EVACUATION (Committee Room):

In the event of an emergency and an evacuation of the building is needed, during committee sessions, council employees in the vicinity of the committee room will assist public personnel with evacuating the building.

Following any emergency and evacuation from the building, Evacuation Wardens and the senior member of the office will account for their assigned personnel as soon as possible and report the accountability to the incident commander or DEC.

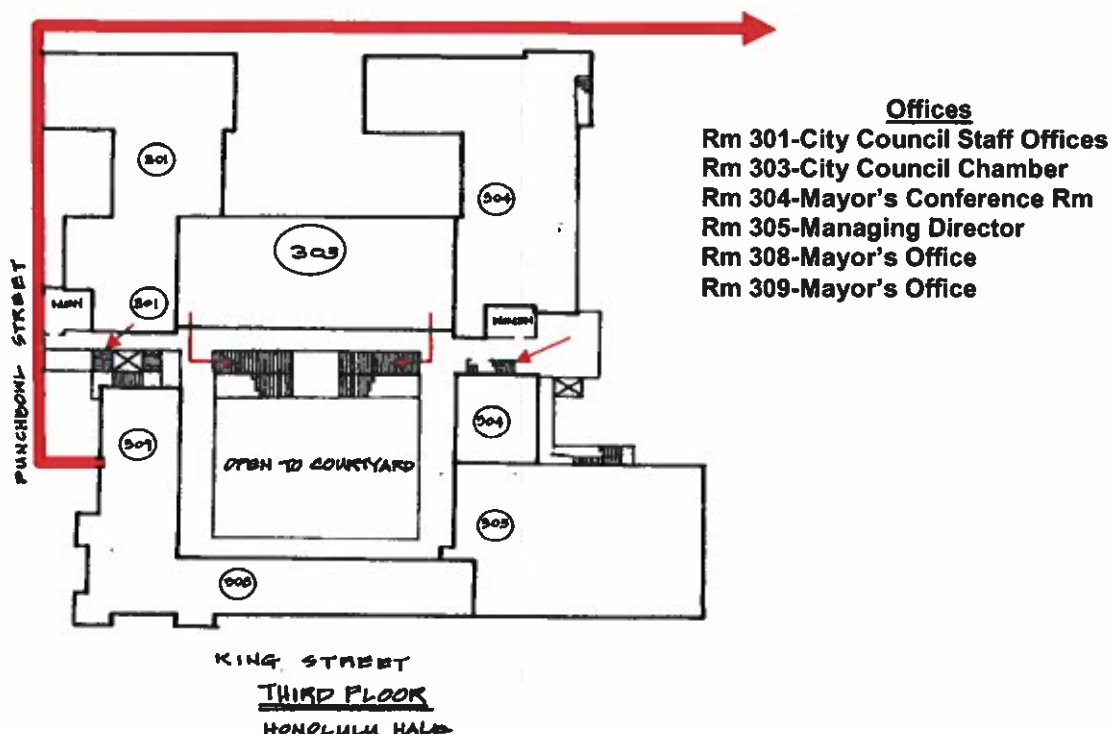
Report to emergency personnel, any unaccounted City Council or public personnel who may still be in the building or those in the building needing assistance.

Evacuation Procedure:

1. Immediately leave workstation.
2. Proceed down nearest exit stairway to the 1st floor.
3. DO NOT USE ELEVATORS
4. Assist handicapped employees and/or visitors if needed
5. Meet at designated site: Sky Gate

ANNEX E-3

HONOLULU HALE 3rd FLOOR EVACUATION PLAN



BUILDING EVACUATION (Third Floor):

In the event of an emergency and an evacuation of the building is needed, proceed to the safest and nearest exit and proceed to the Sky Gate rally point.

Following any emergency and evacuation from the building, Evacuation Wardens and the senior member of the office will account for their assigned personnel as soon as possible and report the accountability to the incident commander or DEC.

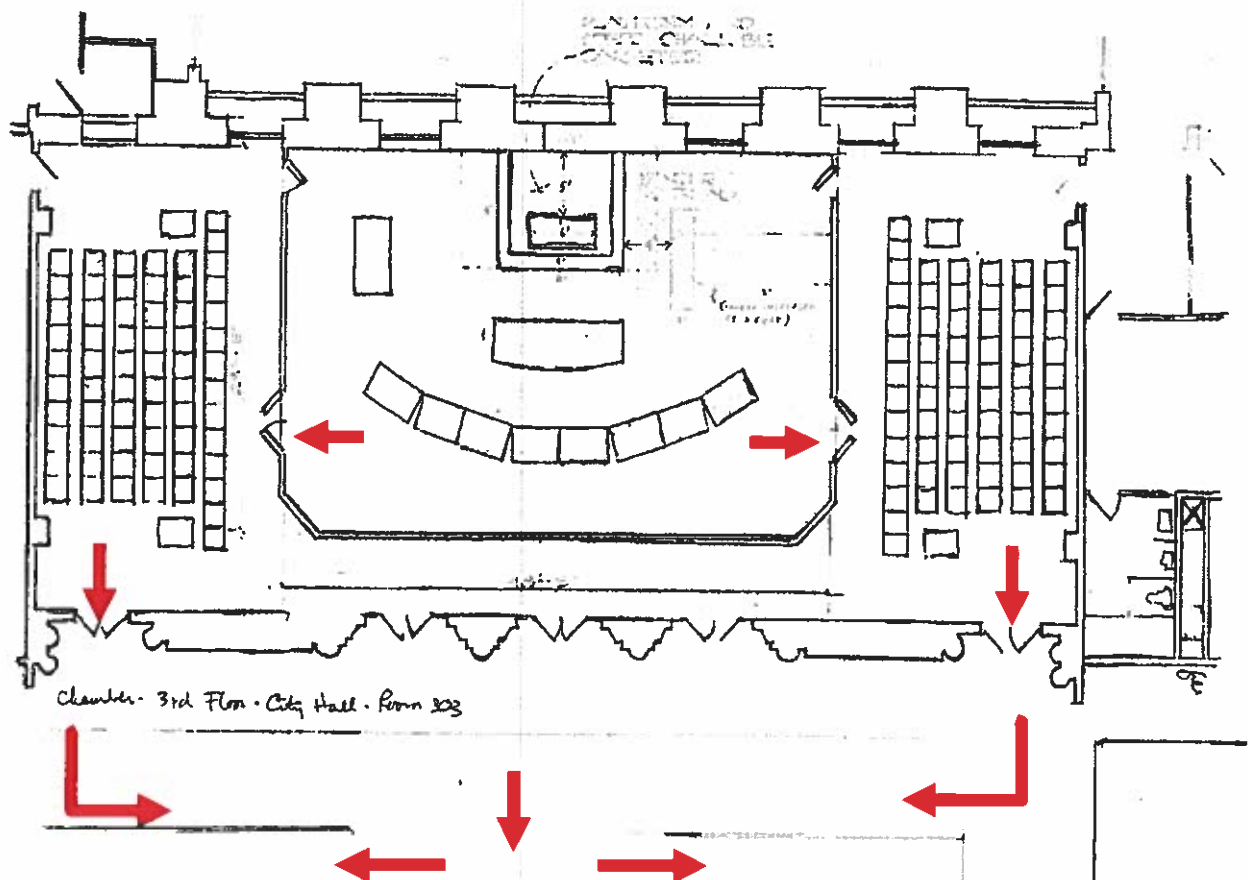
Report to emergency personnel, any unaccounted City Council or public personnel who may still be in the building or those in the building needing assistance.

Evacuation Procedure:

1. Immediately leave workstation.
2. Proceed down safest and nearest exit stairway to the 1st floor.
3. DO NOT USE ELEVATORS
4. Assist handicapped employees and/or visitors if needed
5. Meet at designated site: Sky Gate

ANNEX E-4

HONOLULU HALE 3rd FLOOR COUNCIL CHAMBER EVACUATION PLAN



BUILDING EVACUATION (Third Floor):

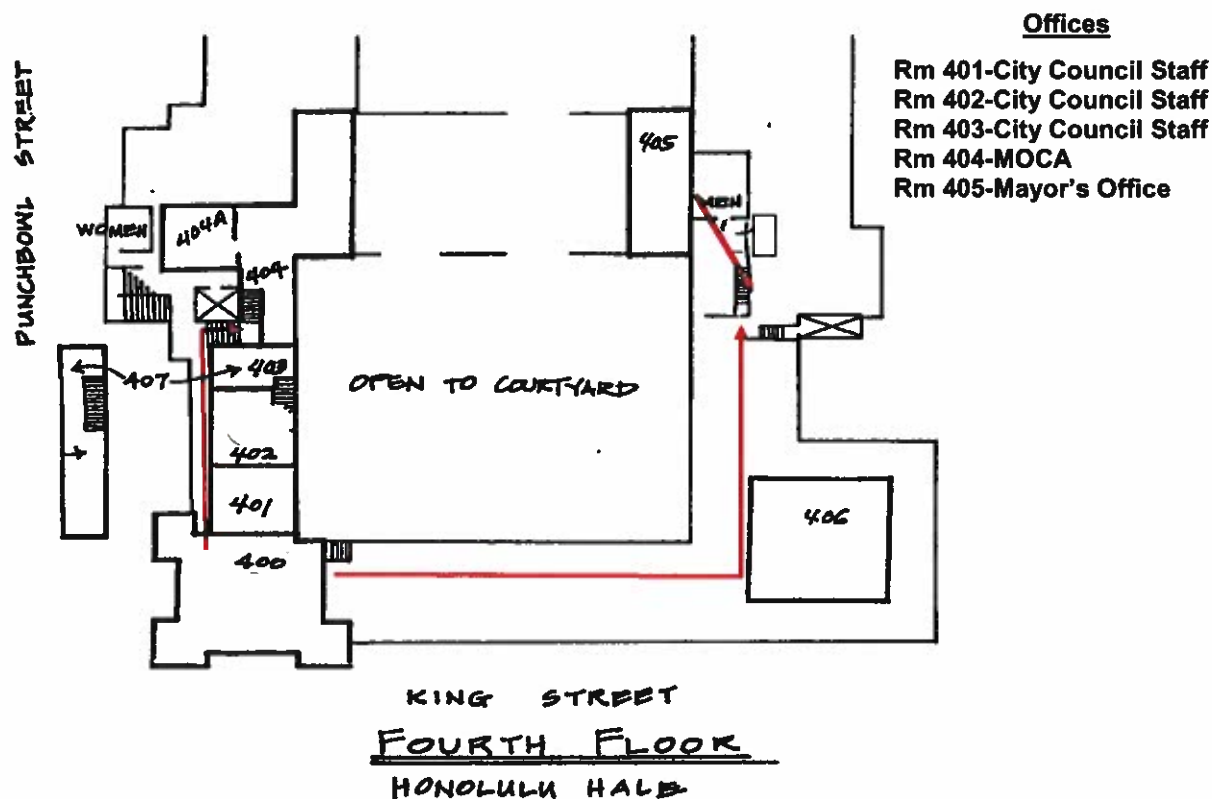
In the event of an emergency and an evacuation of the building is needed, during Council Meeting sessions, council employees in the vicinity of the chamber room will assist public personnel with evacuating the building.

Evacuation Procedure:

1. Immediately leave workstation.
2. Proceed down nearest exit stairway to the 1st floor.
3. DO NOT USE ELEVATORS
4. Assist handicapped employees and/or visitors if needed
5. Meet at designated site: Sky Gate

ANNEX E-5

HONOLULU HALE 4th FLOOR EVACUATION PLAN



BUILDING EVACUATION (Fourth Floor):

In the event of an emergency and an evacuation of the building is needed, proceed to the safest and nearest exit and proceed to the Sky Gate rally point.

Following any emergency and evacuation from the building, Evacuation Wardens and the senior member of the office will account for their assigned personnel as soon as possible and report the accountability to the incident commander or DEC.

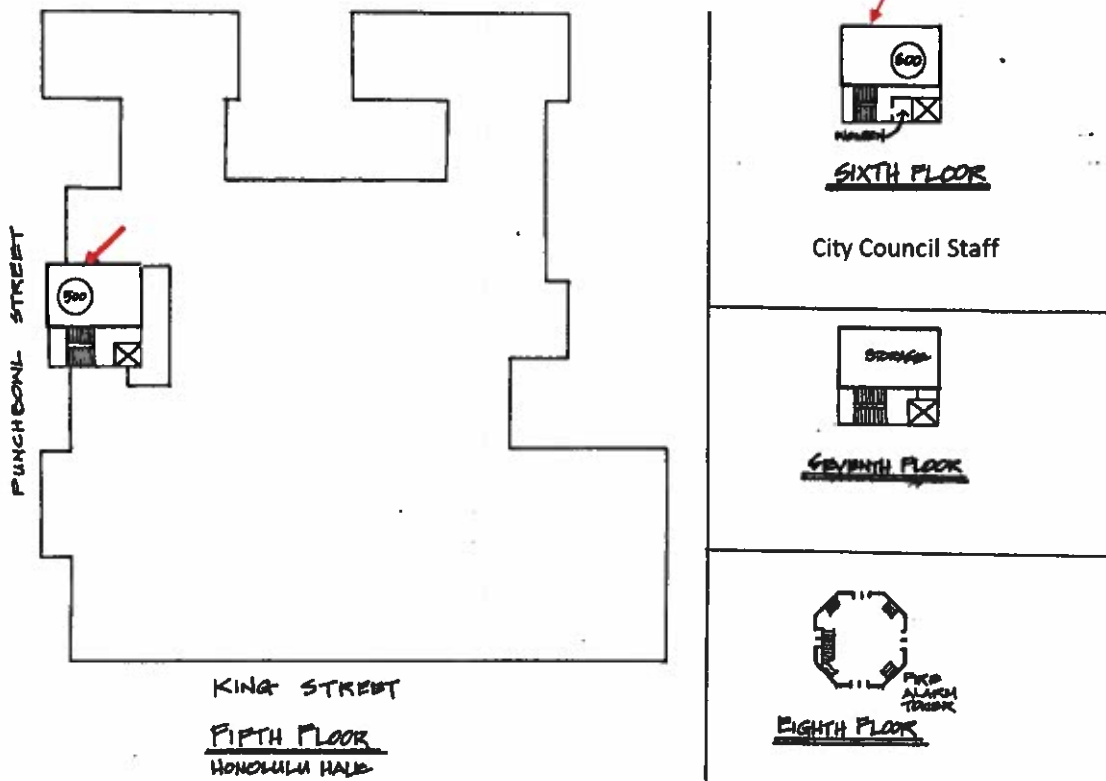
Report to emergency personnel, any unaccounted City Council or public personnel who may still be in the building or those in the building needing assistance.

Evacuation Procedure:

1. Immediately leave workstation.
2. Proceed down safest and nearest exit stairway to the 1st floor.
3. DO NOT USE ELEVATORS
4. Assist handicapped employees and/or visitors if needed
5. Meet at designated site: Sky Gate

ANNEX E-6

HONOLULU HALE 5th and 6th FLOOR EVACUATION PLAN



BUILDING EVACUATION (Fifth & Sixth Floor):

In the event of an emergency and an evacuation of the building is needed, proceed to the safest and nearest exit and proceed to the Sky Gate rally point.

Following any emergency and evacuation from the building, Evacuation Wardens and the senior member of the office will account for their assigned personnel as soon as possible and report the accountability to the incident commander or DEC.

Report to emergency personnel, any unaccounted City Council or public personnel who may still be in the building or those in the building needing assistance.

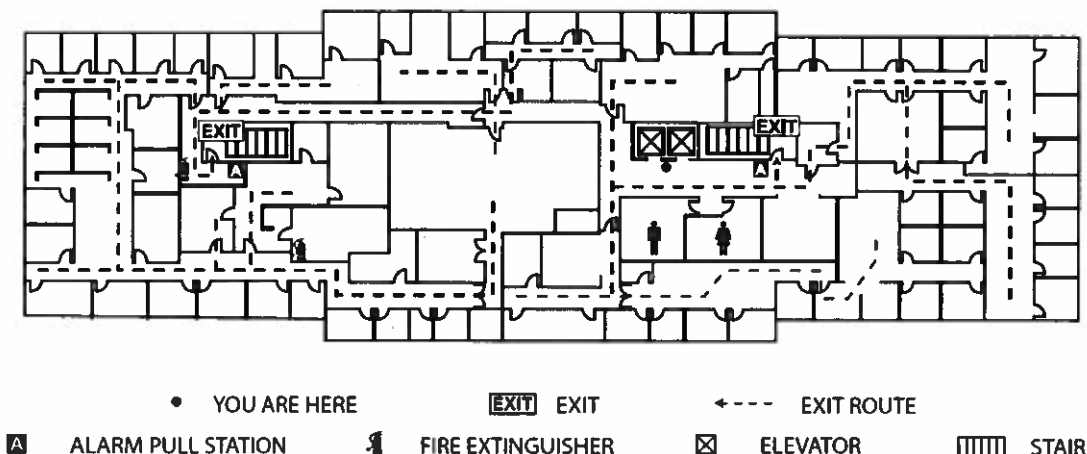
Evacuation Procedure:

1. Immediately leave workstation.
2. Proceed down safest and nearest exit stairway to the 1st floor.
3. DO NOT USE ELEVATORS
4. Assist handicapped employees and/or visitors if needed
5. Meet at designated site: Sky Gate

ANNEX E-7

JAMES CAMPBELL BUILDING EVACUATION PLAN

Floor 2



BUILDING EVACUATION (Second Floor):

In the event of an emergency and an evacuation of the building is needed, OCA and Legislative Branch personnel will assist each other and the public with evacuating the building. Proceed to the safest and nearest exit and proceed to the rally point at Kapolei Park across the street. Following any emergency and evacuation from the building, Evacuation Wardens and the senior member of the office will account for their assigned personnel as soon as possible and report the accounting to the incident commander or DEC. Report to emergency personnel any unaccounted legislative branch personnel or members of the public still in the building or those in the building needing assistance.

Evacuation Procedure:

1. Immediately leave workstation.
2. Proceed down nearest exit stairway to the 1st floor.
3. DO NOT USE ELEVATORS
4. Assist handicapped employees and/or visitors if needed
5. Meet at designated site: Kapolei Park across the street

ANNEX E-8

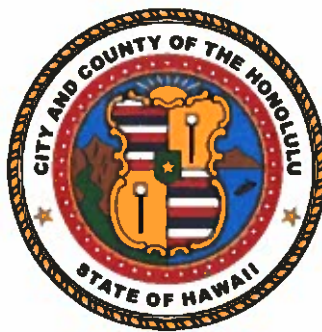
KAPOLEI HALE EVACUATION PLAN

[Pending Information from DFM]

ANNEX F

HONOLULU HALE SAFETY AND SECURITY PLAN

LEGISLATIVE BRANCH EOP



ANNEX F-1
EVACUATION WARDEN TRAINING HANDBOOK

[Pending update from DFM]

CITY COUNCIL
CITY AND COUNTY OF HONOLULU
HONOLULU, HAWAII
C E R T I F I C A T E

RESOLUTION 19-151, CD1

Introduced: 06/26/19 By: BRANDON ELEFANTE Committee: EXECUTIVE MATTERS
AND LEGAL AFFAIRS

Title: RESOLUTION UPDATING THE EMERGENCY OPERATIONS PLAN FOR THE LEGISLATIVE BRANCH OF THE CITY AND
COUNTY OF HONOLULU, PURSUANT TO COUNCIL RULE 10.C.

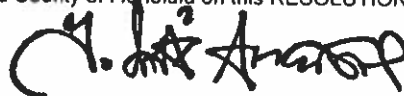
Voting Legend: * = Aye w/Reservations

07/23/19	EXECUTIVE MATTERS AND LEGAL AFFAIRS	CR-215 - RESOLUTION REPORTED OUT OF COMMITTEE FOR ADOPTION AS AMENDED IN CD1 FORM. 9 AYES: ANDERSON, ELEFANTE, FUKUNAGA, KOBAYASHI, MANAHAN, MENOR, PINE, TSUNEYOSHI, WATERS.
08/07/19	COUNCIL	CR-215 AND RESOLUTION 19-151, CD1 AS AMENDED WERE ADOPTED. 9 AYES: ANDERSON, ELEFANTE, FUKUNAGA, KOBAYASHI, MANAHAN, MENOR, PINE, TSUNEYOSHI, WATERS.

I hereby certify that the above is a true record of action by the Council of the City and County of Honolulu on this RESOLUTION.



F. GLEN I. TAKAHASHI, CITY CLERK



IKAIKA ANDERSON, CHAIR AND PRESIDING OFFICER